

# GRADING SYSTEM

Grade point averages (scholastic averages) are computed by dividing the honor points a student has earned by the hours elected. The term grade point average and the cumulative grade point average are computed for each student at the end of each term and become part of the student's official UM-Dearborn academic record.

Symbols used in the grade reporting system common to all units are: F, failed (pass/fail option election); I, incomplete; NR, grade not reported; P, passed (pass/fail option election); S, satisfactory (courses graded S/E or S/U); NC, no credit; VI, audit; W, drop/withdrawal; X, absent from final examination; U, unsatisfactory (courses graded S/U only); Y, indicates the course extends beyond the term.

The grades of E, IE, UE or XE are not assigned honor points and thus will lower the student's grade point average. The grade NC is used only for certain courses. When this grade is officially granted, the grade NC and the course will appear on the student's transcript, but the course will not be used in computing a grade point average.

The recording of grades on a student's official academic record is governed by the following (4.0) grading system:

Letter Grade	Honor Points
A,A+	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E	0.0

Note: The A+ and D- grades are not used by Engineering instructors. The A+ grade is not used by Education instructors.

Grades associated with transfer credit from other schools or colleges (including other University of Michigan campuses) are neither recorded nor used in computing grade point averages of students.

Students may repeat a course no more than two times. All grades received must appear on the transcript, but only the last grade received is counted in the grade point average (GPA). Please see the appropriate Graduate Repeat Course Policy (<http://catalog.umd.umich.edu/academic-policies-graduate/exempting-waiving-repeating-courses/>) or Undergraduate Repeat Course Policy (see below) for more information.

## Grades of D- in the College of Engineering & Computer Science

A grade of D- is not considered passing in any CECS course. If a CECS student earns a D- in a course from another academic unit it will not count toward a CECS degree or certificate and must be repeated.

## Audit, Pass/Fail, and Non-Credit Courses in the College of Engineering & Computer Science

CECS students cannot take required courses within their major on an audit or pass/fail basis. Any course audited or taken pass/fail will not count towards the degree, even as a general elective. In addition, CECS students cannot use non-credit courses towards their degree.

## Pass/Fail

For certain courses, students may have the ability to elect a Pass/Fail grading mode. If chosen, the instructor will grade the student's work as a normal (A-E) course. Once the course is completed, the student's grade is converted to a "Pass" or "Fail" as follows:

1. Grades A through C- are posted on a transcript as P (Pass); counts toward residency requirement and credit hours toward graduation.
2. Grades D+ through E are posted on a transcript as F (Fail); no degree credit is earned.
3. A grade of UE is not converted to an F and is computed in the GPA the same as an E.
4. Neither a P nor an F is computed in the grade point average.

The Pass/Fail option is subject to the following conditions:

- No honor points will be awarded for courses taken as Pass/Fail.
- The Pass/Fail option is open only to students who are not on academic probation.
- Courses taken under the Pass/Fail option may not be used to fulfill requirements for majors, minors, concentrations, cognates, and/or teacher certification. However, up to four courses taken with the Pass/Fail option may be accepted for credit towards a degree.
- Students in the Honors Program must take all Honors Program requirements for a grade.
- A student is limited to, at most, four courses taken under the pass/fail option. Courses specifically designated as "S/E only" are not counted in this limitation.

## Grading Benchmarks

The University of Michigan-Dearborn seeks to provide greater clarification as to the characteristics for each grade level. The descriptions below provide general achievement targets for each grade level.

The grading benchmarks do not establish a campus-wide mandate for faculty grading or grading outcomes. Instructors at the University of Michigan-Dearborn have the autonomy to formulate their own grading standards and system. Students should discuss and confirm with their instructor the grading system and requirements employed within their course(s).

Benchmarks <sup>1</sup>	Grade	Grade Point
Superior Achievement		
Outstanding	A/A+	4.0
Excellent	A-	3.7
Good Achievement		
Very Good	B+	3.3
Good	B	3.0

Generally Good	B-	2.7
Adequate Achievement		
Satisfactory	C+	2.3
Sufficient	C	2.0
Marginal	C-	1.7
Limited Achievement		
Poor	D+	1.3
Very Poor	D	1.0
Extremely Poor	D-	0.7
Inadequate Achievement		
Failure	E	0.0

## Grading Benchmark Achievement Levels

### Superior Achievement (A level)

*The grade of A recognizes exceptional performance and achievement that exceeds course expectations and consistently demonstrates, where applicable, many of the following characteristics:*

- Thorough, deep, and mature understanding.
- Genuine comprehension, insight, and synthesis.
- Significant mastery of challenging topics and issues.
- Extensive familiarity with relevant literature and previous work.
- Highly developed communication skills.
- Thorough preparation and extensive, thoughtful class participation.
- Integration of knowledge, concepts, and principles across disciplines.
- Originality of analysis and interpretation.
- Technical competence in skills and procedures.
- Precision of ideas and clarity of expression.
- Thinking that is independent, creative, and focused.
- Understanding of nuance and subtlety.
- Consistent coherence in argument and discussion.

*Students who receive the grade of A consistently demonstrate, where applicable, the ability to:*

- Analyze arguments using specific examples and original sources.
- Think logically, draw inferences, and make predictions in complicated situations.
- Communicate reasoning clearly and concisely.
- Think abstractly.
- Identify strengths and weaknesses in arguments, policies, and practices.
- Integrate information to draw well-founded conclusions.
- Connect course content to issues of other courses and world affairs.

- Use models appropriately; recognize their strengths and accommodate their inherent limitations.
- Foresee and evaluate consequences of proposed policies and actions.
- Use technology creatively and effectively.

### Good Achievement (B level)

*The grade of B recognizes work that meets course expectations and typically demonstrates, where applicable, many of the following characteristics:*

- Clear understanding without much originality.
- Competent grasp of course materials and subject matter.
- Familiarity with relevant literature.
- Competence in communication skills.
- Regular preparation for and participation in class.
- Integration of course knowledge, concepts and procedures.
- Some evidence of critical and creative thought.
- Clear connections between inferences and evidence.
- Care in the use of evidence and quotations with only occasional thinness in argument, detail, or precision.

*Students who receive the grade of B typically demonstrate, where applicable, the ability to:*

- Extend ideas by connecting with personal experiences, reading, or world events.
- Analyze data in various forms and from varied sources.
- Utilize information to explain events, draw conclusions, and apply results.
- Present comprehensive answers in a clear and logically correct style.
- Understand and compare various models.
- Distinguish inputs from outputs, and causes from effects.
- Recognize consequences of complex interactions.
- Use technology effectively.

### Adequate Achievement (C level)

*The grade of C recognizes work that is sufficient to prepare for continued study in the field and generally demonstrates, where applicable, some of the following characteristics:*

- Adequate grasp of course concepts.
- Partial mastery of knowledge and skills required for understanding.
- Incomplete familiarity with relevant readings or references.
- Writing that lists facts rather than develops well-reasoned arguments.
- Frequent neglect of important information.

- Partial appreciation of the meaning or implications of a questions.
- Answers that are insufficiently developed.
- Minimally complete assignments with many areas for improvement.

*Students who receive the grade of C generally demonstrate, where applicable, some ability to:*

- Assimilate and communicate simple knowledge and procedures.
- Extend ideas by making simple inferences.
- Make connections among and draw conclusions from course concepts.
- Interpret simple information provided in various formats.
- Organize and display data in tables and graphs.
- Use technology competently.

### Limited Achievement (D level)

*The grade of D indicates a lack of readiness to continue in the field. Students' work usually demonstrates, where applicable, some of the following characteristics:*

- Minimal understanding of the subject matter.
- Poorly developed communication skills.
- Inability to apply subject matter understanding in other contexts.
- Little evidence of critical or creative thinking.
- Lack of apparent seriousness.
- Frequent carelessness in fulfilling assignments.

### Inadequate Achievement (E)

*The grade of E indicates that course work is insufficient to merit academic credit. Students who receive an E usually demonstrate some of the following characteristics:*

- Inadequate understanding of subject matter.
- Inadequate or inconsistent preparation.
- Frequent failure to complete assignments in a timely manner.
- Little evidence of critical thought.
- Very poor communication skills.
- Frequent misunderstanding of facts or references.
- Little or no analysis.
- Confused or incomprehensible writing.

Little or no work offering evidence that course objectives have been met.

## Grade Notations

The following notations may appear on a transcript to describe special situations in regard to a course.

**NC No Credit.** No honor points. Not computed in the grade point average. Used only in specially approved courses that are graded A, B, C, No Credit.

**I Incomplete.** No honor points. A student who is unable to complete the work for a given course, other than the final examination, may be granted an incomplete by the instructor if the following circumstances exist:

- The student has completed the majority of the coursework, such that the remaining work can be finished in five weeks or less
- Considering the student's current grade, a passing grade could still be earned in the class upon the successful completion of all incomplete work
- The work is unfinished for reasons acceptable to the instructor
- The work needing to be completed can be finished outside of regular class sessions. If the student must be present in class to finish the work, the student must re-register for the course

If the instructor agrees to the incomplete, a contract outlining the remaining work and stipulating the due date must be completed by the instructor and student, approved by the student's academic unit, and submitted to the Office of the Registrar. A grade of "I" will be recorded for the course. The deadline is up to five weeks after the start of the subsequent term (including the Summer term) to complete the coursework. The instructor has seven days after the due date to submit a grade. The "I" will remain in front of the final grade. Unfinished incompletes will lapse to a failing grade.

Students who are unable to complete their work within the five week period may petition their unit's Academic Standards Committee to extend the deadline. The student must present documented unexpected circumstances that prevented completion of the course by the standard deadline, and the extension must be supported by the instructor.

**X Absent from Final Examination.** No honor points. A student who is unavoidably absent from a final examination may be granted the privilege of making up the examination within five weeks beginning from the first day of classes of the immediately following term. If granted this privilege, a mark of X will be recorded. Failure to take the examination within the specified time, or the denial of this privilege by the instructor, will result in a mark of E for the final grade. In extenuating circumstances an extension beyond the stated period may be requested by means of a petition that has been endorsed by the instructor. However, such arrangements for completing the work must be made within the above five-week period. The grade of X will automatically be converted to XE and reflected in the student's grade point average as a failing grade if the Supplementary Grade Report is not submitted by the end of the five-week period.

**Y Course extended beyond term end.** No credit. No honor points. A mark of Y indicates that a course extends beyond the end of one term. This mark is only used for courses that have been specially designed and approved to extend beyond the end of one term. The student has up to one year (52 weeks) after the start of the subsequent term to complete the course. The faculty member then has one week to submit a grade. If the grade is not submitted by that time, the Y will be converted to an E. Students who are unable to complete their work within the one year period may petition their unit's Academic Standards Committee to extend the deadline. The student must present documented unexpected circumstances that prevented completion of the course by the standard deadline, a detailed plan and timeline to complete the remaining work, and the extension and plan must be supported by the instructor. A course with a Y mark may not be completed after graduation. If such a course is not completed, the Y will be converted to an E upon graduation.

**Graduate students:** The one year (52 week) limit does not apply to students enrolled in Masters or Doctoral programs, however the Y grade will be converted to an E upon graduation. Students who are unable to complete their work before graduation may petition their unit's Academic Standards Committee to convert the Y grade to a W or NC prior to graduation.

**NR Grade Not Reported.** No honor points. Student should consult the Registrar immediately.

**W Official Withdrawal.** No credit. No honor points. Not computed in the grade point average. Students who drop a course or withdraw from all courses for a term before the deadline for official drops and/or withdrawals will receive for these courses the W notation. This notation may not be removed from the transcript.

**S/E.** Used only for specially approved courses. If a student passes, an S (satisfactory) is awarded. It is not computed into the grade point average. If a student does not pass, an E is awarded. If a student stops attending, without officially dropping, a UE is awarded. Both the E and the UE are computed in the GPA as failing grades. (Exception: Failing grades in additive credit courses that are graded S/E have no impact on the GPA.)

**P/F Pass/Fail Option.** No honor points. A student must elect to take a course under the Pass/Fail option.

**UE Unearned Fail.** This grade is assigned to any student who has never attended or stopped attending class during the semester and did not officially drop. It is computed in the GPA the same as an E.

**VI Visitor-Official Audit.** No credit. No honor points. Not computed into the grade point average. An official audit, or visitor status, allows a student to attend a course but not elect it for credit. The VI notation appears on the transcript. Regular tuition fees are assessed.

## Change of Grades

The grade that an instructor records on the final grade sheet and that appears on the student's subsequent transcript is assumed to be final; that is, the instructor's official evaluation of all of a student's performance and work completed by the official end of the term (the last day of the final examination week).

The University permits a change of grade under the following circumstances:

- Recognizing that mistakes can be made, the University of Michigan-Dearborn permits a student to ask an instructor for a review of a grade within a five-week period after the end of the term involved. After the expiration of this deadline, a student may initiate a request for a review only through the petition process involving the student's college Academic Standards Committee (or comparable group), whose decision shall be final. Such a review is entirely separate and distinct from the circumstances involving an X (Absent from Final Examination), I (Incomplete Coursework), or a Y (Course Extends Beyond Term).
- A student (or instructor) may initiate a grade change if the student discovers that a grade has been entered in error due to, but not exclusive to, the following:
  - possible omission by the instructor when computing the final grade, or material submitted by the student before the end of the term;

- possible error in evaluation by the instructor of work submitted or final examination taken by the student before the end of the term;
- possible error by the instructor in the computation of the final grade;
- possible error in the recording of the grade by the instructor or staff; or
- allegation of bias or prejudice on the part of the instructor in the assignment of the final grade. (This rare charge is to be handled according to the procedures established within the academic unit.)

## Grade and Academic Grievances

### All colleges follow the following process when handling student complaints related to grades:

1. The initial complaint regarding a course grade or assignment within a course shall be directed to the instructor
2. If the instructor determines that no change of grade should occur, the student may request the department chair to mediate a resolution
3. If the issue cannot be resolved at the department level, the student may petition the dean's office requesting a hearing on the matter

Specific policies may differ between colleges and departments. Please see the following for each college:

- The College of Arts, Sciences, and Letters has adopted its own college-wide and department-level grade appeal and change policies (<https://umdearborn.edu/casl/undergraduate-programs/advising-student-records/policies-and-procedures/grade-appeal-policies/>). Each department in the college has its own procedure for resolving grade complaints.
- The College of Engineering & Computer Science uses an Academic Grievance Policy (<https://www.dropbox.com/s/16dc2ryu22lbr14/CECS%20Grievance%20Policy.pdf?dl=0>) to manage student complaints related to grade disputes.
- The College of Business has a Grade Change and Grade Grievance Policy and Procedures. (<https://www.dropbox.com/s/gg8imjm4ksmtqef/COB%20Grade%20Grievance%20Policy.pdf?dl=0>)
- The College of Education, Health, and Human Services uses their Grade Change and Grade Grievance policy ([https://www.dropbox.com/s/l32ixm0l79w9iqj/CEHHS%20Grade%20Grievance%20Policy\\_approved.pdf?dl=0](https://www.dropbox.com/s/l32ixm0l79w9iqj/CEHHS%20Grade%20Grievance%20Policy_approved.pdf?dl=0)) for resolving grade complaints.

## Repeating a Course (Undergraduate)

Students may repeat a course no more than two times. All grades received must appear on the transcript, but only the last grade received is counted in the grade point average (GPA).

### Guidelines:

When a prior grade or mark other than "W" is recorded for a course a subsequent enrollment ("repeat") of the course, or its equivalent, or its

cross-listing, will result in an adjustment of the grade point average and credits earned.

1. Students may repeat a course up to two times (total of three attempts).
2. Regardless of whether it is higher or lower than the previous grade(s), the last grade assigned in a course will be used in computing the student's cumulative grade point average and credits earned toward degree.
3. If a student takes a course three times (the maximum allowed), the previous two grades will not be reflected in the GPA.
4. Most courses can be elected only once for credit. The maximum number of credits/elections allowed in courses designed for multiple enrollments are indicated in the catalog. For information regarding these courses, students may contact their Unit Academic Advisor.

This policy applies to all undergraduate degree and non-degree students in all academic units.

The policy applies only to courses elected Fall 2005 or later. Students who have repeated a course two or more times prior to Fall 2005 may repeat the course only one additional time. Only the two most recent previous grades will be affected by the new policy. Other previous grades will continue to be used in computing the grade point average.

Courses taken at institutions other than UM-Dearborn do not affect the grade point average.

The use of an Audit Grade Mode or Pass/Fail Grade Mode may not be used to adjust grade point averages for courses previously elected under any other existing grade mode. **Exception - Winter 2020 term only:** undergraduate students who repeated a course and elected a Pass/Fail grade, will have their prior course grade dropped from their GPA calculation.

For students who earned an undergraduate degree at UM-Dearborn and are now in the process of earning a second undergraduate degree at UM-Dearborn, the following rule will apply: If repeating a course in the second degree that was failed (with a grade of E) in the first degree, both course will be included in the GPA calculation and the course earned hours (assuming the course was passed) will be included in the earned hours of the second degree.

The limitation of the three-course rule will be monitored by the Office of the Registrar. Students who elect a course more than three times will be dropped from the course and notified of the election change.