Grading System

Keene State College Policies and Procedures

Grading System

Grades at Keene State College are recorded as A (4.0), AB (3.5), B (3.0), BC (2.5), C (2.0), CD (1.5), D (1.0), and F (0.0).

Some courses are graded Pass/Fail (P/F) or Pass/No Pass.

Withdrawal: a grade of "W" is recorded on the permanent record (transcript) for any course which a student withdraws from after the Schedule Adjustment period. A "W" grade does not affect the student's grade point average (see 'Schedule Adjustment and Course Withdrawal" policy).

An Incomplete ("I") may be given when there have been extenuating circumstances or illness. An "I" is not calculated into a student's quality point average, but becomes an "XF" if the course requirements are not completed by the end of the seventh week of the following semester, or, for students granted an academic leave of absence, by the end of the seventh week of the semester following the leave. The "XF" grade is calculated as an "F" in the student's cumulative G.P.A.

Audit: A grade of ("AU") will be listed for Audited courses. (see 'Auditing' policy)

An ("IX") No Grade Submitted, is assigned when a grade has not been submitted by the instructor within the appropriate time for grading. The "IX" will become a "W" if the course has not been graded by the end of the seventh week of the following spring or fall semester. Exceptions to the above stated procedure require approval of the appropriate dean.

The grade In Progress ("IP") is given only for courses requiring more than one semester to complete. The deans submit to the Registrar a list of courses in their divisions for which an "IP" grade is appropriate. Any course for which an "IP" is awarded must be completed within one semester after the "IP" is given, at which time the "IP" will change to an "XF" if the work is not finished. Exceptions to the above stated procedure require approval of the appropriate

dean.

Students who wish to change from credit-to-audit, audit-to-credit, or undergraduate-to-graduate status in a course must do so during the first two weeks of the semester.

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