Spring 2020 Grade Options
Consult with Advisor Instructor

Deadline to Choose Option	Options	Grade Listed on Transcript	Things to Consider Before Making a Decision	What Do I Need to Do?
Tuesday, April 14	**Withdraw from a course**	W = Withdrawal	> Non-attendance > Too far behind > Low grade and cannot reasonably recover > Heavy course load > Course not required > Maintain full-time/half-time status for international students or financial aid	1) Student completes drop/add form to withdraw with a W. 2) Advisor & instructor approval required on form. 2) W grade automatically assigned through the system based on registration status.
	Change from credit to audit	AU = Satisfactory Audit UA = Unsatisfactory	> Attended at least 80% of the class and with expectation to do so until the end of the semester > Course not required	*Availability* : Audits are available for any course except private music lessons and independent study courses provided the instructor gives permission to attend. 1) Student completes drop/add form to change from credit to audit. 2) Advisor & instructor approval required on form. 3) Faculty assigns AU/UA grade based on attendance in vault.
Semester Ends : Thursday, April 30 *Grade Submission Deadline for Faculty* : Wednesday, May 6 *Grades Posted Online* : Thursday, May 7, end of day	**Course completed & grades submitted by Faculty**	A-F S = Satisfactory U = Unsatisfactory	Ideal for course and degree completion	1) Faculty assign grades based on student's performance.
		I = Incomplete	> Major portion of the work for the course has been completed > Student's work is incomplete because of illness or unavoidable circumstances > Incompletes cannot be assigned because of negligence or inferior performance.	1) Students request an incomplete option from instructor if major portion of the work has been completed. 2) Instructor creates an agreed upon incomplete contract with student: default grade, deadline date, assignments needed. 3) Instructor submits grades in vault. *Note* : The incomplete fee is waived for Spring 2020.
		DG = Deferred Grade DN = Deferred & Not Completable	All DGs are required to be cleared before a student can graduate, unless they are DGs earned in another currently enrolled degree.	*Availability:* DGs are available for courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. Includes practicums (clinicals, fieldwork experiences, internsthips) and courses requiring research such as theses and dissertations 1) Instructor submits DG grade and communicates deadline to student 2) After the deadline set by instructor, instructor may change the DG to a letter grade (A-F), S/U or DN as appropriate.
Students graduating in May : Wednesday, May 13 *All other students:* Monday, June 15	***New* : Elect for pass/no credit grade**	P = Pass NC = No Credit	> Academic goals: prerequisites; honors; removal from academic probation > Professional goals: licensure; graduate school; other > Financial implications: scholarship; veterans; financial aid *Note* : For classes being repeated Spring 2020, letter grades from the previous course will be excluded from GPA calculation.	*Availability:* P/NCs are available for main campus courses with an A-F grading option. 1) Student completes form to elect for pass/no credit grade. 2) Advisor approval required. *Note* : Once selected, a **Spring 2020 graduating student** may not revert back to a letter grade. **All other students** may revert back to a letter grade no later than Tuesday, June 30.