GRADING SYSTEM EXPLANATION

GRADE POINT AVERAGE

Earned grades will be calculated in the grade average of each student by the Office of Admissions and Records. Only the grades earned at Sangamon State University are used in determining the grade point average. The number of grade points for a grade in a given course is determined by multiplying the "grade points per hour" by the number of semester hours that may be earned in the course. The grade point average is computed by dividing the total number of grade points that a student has earned in all courses at Sangamon State University by the total number of hours represented by those courses (excluding courses in which a student has grades of CR, NC, W, I, R, or AU).

At Sangamon State University the grade point average will be used by the Office of Admissions and Records to report each student's academic progress (see Academic Probation Policy). Grade point averages will appear on students' end of term grade reports and on official transcripts. However, students who desire not to have their cumulative grade point average printed on their official transcript may arrange to have the GPA omitted by completing a TRANSCRIPT - GPA DELETION FORM at the Office of Admissions and Records.

CREDIT/NO CREDIT GRADING OPTION

Students who select the Credit/No Credit (CR/NC) grading option must designate their intent before the course is three-fourths completed (see schedule under Withdrawal From Courses). No changes are acceptable after this date. While academic programs cannot contradict University policy which allows students to take at least some courses on a Credit/No Credit basis, limits on the number of credit hours earned under the Credit/No Credit grading option may be established by the programs.
Credit/No Credit Grading Option (cont.)

Credit is awarded under the Credit/No Credit grading option when students' work represents a grade of "C" or better. The instructor submits a grade of CR which is recorded on the transcript. Under this option when students' work is not equivalent to "C" or better a grade of NC is submitted by the instructor and recorded on the transcript.

Courses taken under the Credit/No Credit grading option are not included in the calculation of the grade point average. For courses taken under this option the symbols W, I, R, and AU will be recorded on the grade reports and transcripts where applicable.

WITHDRAWAL FROM COURSES

Students who officially withdraw from courses by the deadlines in the schedule below will terminate their registration for these courses. Exact withdrawal dates are printed in the Academic Calendar and in the course schedule used during each registration at Sangamon State University. (The same schedule is used for changing from the Letter Grade option to the Credit/No Credit grading option or from the Credit/No Credit option to the Letter Grade option.)

<table>
<thead>
<tr>
<th>If course meets for:</th>
<th>Deadline to withdraw:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks</td>
<td>end of 12th week</td>
</tr>
<tr>
<td>8 weeks</td>
<td>end of 6th week</td>
</tr>
<tr>
<td>4 weeks</td>
<td>end of 3rd week</td>
</tr>
<tr>
<td>less than 2 weeks</td>
<td>end of 5th day</td>
</tr>
</tbody>
</table>

It is the student's responsibility to complete a COURSE WITHDRAWAL FORM in the Office of Admissions and Records by the Official Deadline. No withdrawals will be processed after the published deadlines. A "W" will appear on the student's transcript for the course(s) from which the student withdrew. A student who fails to officially withdraw from the course will be assigned a "U" grade.
AMENDMENT TO GRADING POLICY

Be it resolved that the University Curriculum and Academic Standards Committee on April 3, 1984 unanimously endorsed the following change be inserted in the 1983 Revised Grading Policy.

Revised Policy (1983)

Cr  Credit. Used only in Credit/No Credit grading option
     0.0 grade points per hour
     For use in Cr/Ncr option  "Cr" represents a grade of C or better

Curriculum and Academic Standards Committee Recommendations (4-3-84)

For use in the Cr/NCr option. "C" represents a grade of C or better for undergraduates and a B or better for graduate students.