

## ***GRADING AND GRADE CHANGES***

DePaul operates on a quarter system and uses a grading scheme of A through F, with plus/minus grades (excluding A+ and F-). Grades carry a point value which, together with the credit hours, is used to calculate the grade point average (CUM or TERM GPA).

The DePaul College of Law operates on a semester system and also uses a grading scheme of A through F, with fewer grades carrying plus or minus options.

Other special grades such as PA (Pass) and AU (Audit) carry no point values. PA earns credit hours unless the class is offered for 0.0 hours; AU carries no credit.

The CUM GPA is based only on classes taken at DePaul for letter grades. If a student repeats a class, the GPA is adjusted after the grading period closes based on the Repeated Course Policy as outlined in the Student Handbook.

Grading opens the first day of final exams, and grades are due at the end of the 5<sup>th</sup> business day following the end of the term. Instructors may submit grades at any time within this period. Faculty submit grades online. They may “post” them as part of the submission process or, if they merely approve the completed roster but do not click “post,” a nightly process will do so. Grades are available to the student as soon as grades for the class are “posted.”

Grades for the current term are displayed under My Grades in the Student Center as they are submitted.

If grades are not submitted by the deadline, a grade of “M” is assigned and a report is given to the Associate Dean and Grading Coordinator for each college for follow-up.

Updates to expiring IN and R grades from prior terms are due at the same time as grades for the current term (IN’s expire 2 terms, excluding summer, after the term issued; R’s expire one year from the term issued). Any remaining IN or R grades lapse to F at this time.

The process to check for repeated classes and adjust GPA’s accordingly is run after grading closes. During the grading period, these adjustments are not yet reflected in the CUM GPA.

Students receive an email alerting them of any IN or R grades on their records *that will expire after a future term*.

When an instructor submits a grade change online, it follows a pre-set workflow. It may post immediately, as does an IN update, or it may require different levels of approval and hence more time.

### ***Common Questions***

***“I am teaching class AAA-### but . . . . “ or “I am trying to submit a grade change for BBB-###”***

- Faculty should be referred to UR Tier-2 or UR Support, or to their college grading coordinator.

***“When will I get my report card / when can I see my grades?”***

- Grades are available in Campus Connection under *For Students > Registration and Records > My Grades*. They are displayed as soon as they are submitted by your instructor. Grades are due on or before the end of the 5<sup>th</sup> business day following the last day of the term. Grades are not mailed.

***“I don’t see anything at all under “My Grades” What’s wrong?”***

- At this time, none of your instructors have submitted grades for this term. Check your Student Center periodically for changes.

***“What is an IN. I got an IN in a class, but I handed in all my work”***

- An IN indicates “Incomplete.” Generally an IN represents an agreement between the student and the instructor that the student has been given extended time to complete work due to unusual circumstances. An IN does not calculate in the GPA. Students have two terms to complete an IN, unless the instructor has stipulated a shorter timeframe. IN grades expire and change to F at the end of the 2<sup>nd</sup> term excluding summer (i.e., IN’s earned in Fall expire at the end of Spring) If you do not know the reason for the IN you should contact your instructor.

***“I have an M grade for a class”***

- Your instructor did not submit your grade before the deadline. The grade will be updated as soon as the instructor submits the grades for your class.

***“I have an FX grade. I don’t know what it is, why I have it, or how I fix it.”***

- An FX indicates that the student ceased attending / participating in class but did not withdraw. It affects the gpa the same way that an F does.
- Did you add a “Preferred Name” during the term and forget to tell your instructor? See your instructor.
- You may have attended a section of the class that was not the same as the one you registered for. Please visit your college office as soon as possible to discuss next steps.

***“I repeated a class, but the old F is still affecting my GPA”***

- If grading is still in progress, the GPA is adjusted after all grades are submitted. Check back after the 7<sup>th</sup> business day following the end of the term. If grading has closed, contact your advisor to review the record.

***“My instructor said a grade change was submitted, but I do not see it updated”***

- Please follow-up with your instructor, your advisor, or an administrator in your college.