

**SOUTH DAKOTA BOARD OF REGENTS**

**Full Board**

**AGENDA ITEM: 14**

**DATE: August 12, 2015**

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**SUBJECT: Policy 2:10 Revisions – W Grade Additions**

The Board of Regents approved revisions to Board [Policy 2:10 Grades and Use of Grade Point Averages](#) during the [December 2014](#) meeting which sought to limit the number of W's a student could have transcribed in the Regental system beginning with the Fall 2015 semester. The approach was implemented to align with several institutions/systems (California, Texas, Georgia) that have recently establish policy limits as an effort to promote student success. As the policy will begin to impact students during the Fall 2015 term, AAC has engaged in discussions during their [May 2015](#) and [June 2015](#) meetings to add a number of "W" grade variations to be used in the Regental system stemming from the adoption by the Board of Regents. To assist in the implementation and tracking of the limitation of dropped courses, AAC supported a request that MOCC review potential options that could be used to better identify the types of withdraws that should/could exist in our Student Information System (SIS).

During this conversation at MOCC, the recommendation was made to create a new line-up of withdrawal grades (i.e., not carry the W grade over to the new era that now includes the imposed limit of six "W" grades) to better demarcate the before and after effective date. This approach resonated with MOCC representatives and was further supported by the system Registrars. The proposed changes to BOR Policy 2:10 are depicted in Attachment I, and are being brought forward for consideration by the Board during the August 2015 meeting in order to have this change in place prior to the start of the Fall term when the "W" grade limitation takes effect would be ideal assuming a Colleague customization would not be required. The change would result in the following additions:

- WD = used for the first 6 dropped courses
- WW = used for Withdrawals (dropping all courses for a given term)
- WFL = used for drops after the first 6.

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**RECOMMENDED ACTION OF THE EXECUTIVE DIRECTOR**

Approve the revisions to BOR Policy 2:10.

# SOUTH DAKOTA BOARD OF REGENTS

## *Policy Manual*

**SUBJECT:** Grades and Use of Grade Point Averages (GPA)

**NUMBER:** 2:10

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### 1. Undergraduate Grades

Undergraduate Grades will be assigned to the undergraduate academic level and to all courses and sections with course numbers ranging from 001 to 499. Plus and minus grades are not used.

A	Exceptional	4.00 grade points per semester hour
B	Above Average	3.00 grade points per semester hour
C	Average	2.00 grade points per semester hour
D	Lowest Passing Grade	1.00 grade points per semester hour
F	Failure	0.00 grade points per semester hour
S	Satisfactory	Does not calculate into any gpa
U	Unsatisfactory	Does not calculate into any gpa
RI	Incomplete (Remedial)	Does not calculate into any gpa
RS	Satisfactory (Remedial)	Does not calculate into any gpa
RU	Unsatisfactory (Remedial)	Does not calculate into any gpa
W	Withdrawal	Does not calculate into any gpa, no credit granted
<u>WD</u>	<u>Withdrawal (First 6 Courses)</u>	<u>Does not calculate into any gpa, no credit granted</u>
<u>WW</u>	<u>Withdrawal (All Courses)</u>	<u>Does not calculate into any gpa, no credit granted</u>
<u>WFL</u>	<u>Withdrawal (7<sup>th</sup> Course or higher)</u>	<u>0.0 grade points per semester hour</u>
AU	Audit	Does not calculate into any gpa
I	Incomplete	Does not calculate into any gpa
IP	In Progress	Does not calculate into any gpa
SP	Satisfactory Progress	Does not calculate into any gpa
EX	Credit by Exam	Does not calculate into any gpa
CR	Credit	Does not calculate into any gpa
TR	Note for NSE/MEDT	Does not calculate into any gpa, no credit granted
LR	Lab grade linked to Recitation Grade	0 credit course
NG	No Grade	0 credit tracking course
NR	Grade not Reported by Instructor	Does not calculate into any gpa
Grade*	Academic Amnesty	Does not calculate into any gpa, no credit given

An audit (AU) grade may be granted only when the student has elected the AU option on or prior to the census date of the term.

A credit (CR) grade may be granted only for non-course credit that is not related to an examination or to equating transfer grades to the BOR grading system. This grade is not used for any Regental university course.

An examination for credit (EX) grade may be granted only for non-course credit validation obtained through a validation process. This grade is not used for any Regental university course.

An incomplete (I) grade may be granted only when all of the following conditions apply:

- 1) A student has encountered extenuating circumstances that do not permit him/her to complete the course.
- 2) The student must be earning a passing grade at the time the Incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
- 3) The student does not have to repeat the course to meet the requirements.
- 4) The instructor must agree to grant an incomplete grade.
- 5) The instructor and student must agree on a plan to complete the coursework.
- 6) The coursework must be completed within one semester; extensions may be granted by the Vice President for Academic Affairs.
- 7) If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, RS, RU, or U.
- 8) If the student does not complete the course within the specified time, the grade assigned will be F (Failure) or U (Unsatisfactory) or RU (Remedial Unsatisfactory) if the student had requested S/U within the time specified in BOR policy 2:6.9.

An in progress (IP) grade may be granted only when all of the following conditions apply:

- 1) The requirements for the course (for every student enrolled in the course) extend beyond the current term.
- 2) The extension beyond the current term must be defined before the class begins.
- 3) The instructor must request permission to award IP grades for a course from their Department Head and Dean, and then approval must be obtained from the Vice President for Academic Affairs.
- 4) A definite date for completion of the course must be established in the course syllabus.

A grade of NG will be used only with those course sections that are designated as Tracking/Program Sustaining (Q) and those that are assigned the code for Master's Research Problems/Projects Sustaining, Thesis Sustaining, or Dissertation Sustaining (U).

Remedial grades (RI, RS, RU) may be granted only for courses numbered 001 to 099.

A Satisfactory/Unsatisfactory (S/U) grade may be granted only when the entire course requires the S/U grade or the student has elected the S/U option on or prior to the census date of the term.

A satisfactory progress (SP) grade may be granted only for students enrolled in MATH 095. If the grade of SP is awarded the following conditions apply:

- a) The grade is an alternative to RS and RU.
- b) The student must have made satisfactory progress during the course but the student did not develop mastery of all the required content. If the student successfully mastered the materials, the grade of RS should be assigned. If progress was not made, the grade of RU should be assigned.

Beginning with the Fall 2015 term, Aa grade of withdrawal (WD) may be assigned only six times during a student's undergraduate career. If the student drops additional classes, a grade of ~~failure (WFL)~~ will be assigned. ~~This limit will begin with the fall semester of 2015.~~ Withdrawal grades assigned to continuously enrolled students prior to this term will not count against the limit. Additionally, those withdrawal grades assigned at a non-Regental institution prior to entry as a transfer student will not be counted against the six course limits. This limit does not include W grades assigned if a student withdraws from all classes in a given term, which will be assigned a WW grade. The campus chief academic officer may make exceptions to this requirement in those cases where there are unique factors.

## 2. Definition and Calculation of Grade Point Averages

The following grade point averages are calculated each academic term (Fall, Spring, Summer):

**Institutional GPA**—based on credits earned at a specific Regental university. Utilized to determine if degree requirements have been met and to determine Honors Designation at graduation.

**System Term GPA**— based on credits earned at any of the six Regental universities within a given academic term (Fall, Spring, Summer). Utilized to determine minimum progression status.

**Transfer GPA**— based on credits earned and officially transferred from an accredited college or university outside the Regental system. When a letter grade that normally calculates into the grade point average exists for a non-academic course (e.g., credit earned via examination), it will be included in the transfer GPA.

Cumulative GPA— based on all credits earned by the student (transfer credit plus system credit). Utilized to determine minimum progression status and to determine if degree requirements have been met and to determine Honors Designation at graduation.

When a course has been repeated for credit, all attempts will be entered on the transcript but the last grade earned will be used in the calculation of the cumulative grade point average (See also 2:5.11).

### 3. Minimum Progression Standards

<u>Class</u>	<u>Credit Hour Range</u>	<u>GPA Standard</u>
Freshman	0-29.99	2.0
Sophomore	30-59.99	2.0
Junior	60-89.99	2.0
Senior	90+	2.0

Minimum progression standards and related actions are based on the student's cumulative grade point average and system term grade point average.

- 1) A student with a cumulative grade point average of 2.0 or better is considered to be in **good academic standing**.
- 2) If a student's cumulative grade point average falls below 2.0 in any academic term (i.e. fall, spring, summer), the student is placed on **academic probation** the following term.
- 3) While on academic probation, the student must earn a system term grade point average of 2.0 or better.
- 4) When a student on academic probation achieves a cumulative grade point average of 2.0 or better, the student is returned to good academic standing.
- 5) A student on academic probation who fails to maintain a system term grade point average of 2.0 or better is placed on **academic suspension** for a minimum period of two academic terms.
- 6) Students on academic suspension will not be allowed to enroll for any coursework at any Regental university except when an appeal has been approved by the Regental university from which the student is pursuing a degree. An approved appeal granted by one Regental university will be honored by all Regental universities. Also refer to policy 2:3.3.G Probation/Suspension of Students.
- 7) Only Academic Suspension will be entered on the student's transcript. Academic probation will be noted in the internal academic record only.

Progression and graduation are contingent on satisfactory performance on the Proficiency Examination. Refer to policy 2:28.

### 4. Minimum Progression Standard Report

A Minimum Progression Standard Report will be submitted to the Board of Regents each October. It will contain information on the number of all undergraduate students in Regental universities in Good Standing, Returned to Good Standing, Placed on Probation,

and Suspended during the previous Summer, Fall, and Spring terms. Subdivisions of this report will provide information on non-traditional students who did not meet baccalaureate admissions requirements, students admitted as exceptions to baccalaureate programs, and students admitted to associate degree programs.

## **5. Minimum Graduation Standards**

To be awarded a baccalaureate degree, an associate degree or a certificate a student must at a minimum have a cumulative GPA of 2.0 or higher. With Board approval, additional requirements including more specific GPA requirements may be established for some programmatic offerings and these must be met.

## **6. Academic Amnesty**

The goal of academic amnesty is to respond to the academic needs of matured individuals as they develop newly identified potential. Through the application of academic amnesty, the student's prior academic record can be excluded from current work under certain conditions.

To be eligible, the student must:

- 1) be an undergraduate, full-time or part-time, degree-seeking student at one of the universities in the South Dakota Regental system;
- 2) not have been enrolled in any postsecondary institution for a minimum of three consecutive terms (including only Fall and/or, Spring terms) prior to the most recent admission to the home institution. Exceptions may be granted in rare cases only by the Board of Regents Vice President for Academic Affairs upon recommendation by the Vice President for Academic Affairs;
- 3) have completed a minimum of 24 graded credit hours taken at any Regental university with a minimum grade point average of 2.0 for the 24 credit hours after the most recent admission to the home institution;
- 4) not have earned a baccalaureate degree from any university;
- 5) not have been granted any prior academic amnesty at any Regental university;
- 6) submit a formal Academic Amnesty Petition to their home university following the procedures established by that university.

Conditions:

- 1) Academic amnesty does not apply to individual courses.  
Academic amnesty may be requested for:
  - a. all previous postsecondary education courses, or
  - b. all previous postsecondary education courses at a specific postsecondary institution, or
  - c. a specified time period not to exceed one academic year (Fall/Spring) completed at any postsecondary institution(s).
- 2) Academic amnesty, if granted, shall not be rescinded.

- 3) Courses for which academic amnesty is granted will:
  - a. remain on the student's permanent record;
  - b. be recorded on the student's undergraduate transcript with the original grade followed by an asterisk (\*);
  - c. not be included in the calculation of the student's grade point average because no credit is given;
  - d. not be used to satisfy any of the graduation requirements of the current degree program.
- 4) Academic amnesty decisions will be made by the student's home institution, will be honored by all programs within the home institution, and will be honored by all other institutions within the South Dakota Regental system.
- 5) Universities outside of the South Dakota Regental system are not bound by the academic amnesty decisions made by the South Dakota Regental system.
- 6) Regental graduate programs and graduate professional schools may consider all previous undergraduate course work when making admission decisions.

## 7. Dean's List Designation

Undergraduate, full-time students may be designated for the Dean's List at the end of the fall and spring terms. The Dean's List designation is determined by the home university and is based on a student's total course registrations for academic credit for the term from any Regental university. The Dean's List designation does not appear on the transcript.

To be awarded Dean's List designation, students must meet the following guidelines.

- 1) Students must have earned a minimum of 12 credit hours in courses numbered 100-699 during the term.
- 2) Students must achieve a System Term GPA of at least 3.50.
- 3) Students with F, I, U, RI, or RU grades are not eligible regardless of System Term GPA attained.

## 8. Academic Recognition for Undergraduate, Part-Time Students

Undergraduate, part-time students taking fewer than 12 credits per term may be designated for Academic Recognition for Part-Time Students at the end of the fall and spring terms. The Academic Recognition for Part-Time Students designation is determined by the home university. The Academic Recognition for Part-Time Students designation does not appear on the transcript. To be awarded the Academic Recognition for Part-Time Students designation, students must meet the following guidelines:

- 1) Students must have completed at least 12 credit hours prior to the current semester at one or more Regental institutions.
- 2) The student must have earned at least 3 and up to 11 credit hours of 100-699 level courses during the term.
- 3) Students must achieve a System Term GPA of at least 3.50.
- 4) Students with F, I, U, RI, or RU grades are not eligible regardless of System Term GPA attained.

## 9. Honors Designation at Graduation

### A. Post-baccalaureate Degree

The institution granting the degree determines the Honors Designation for its post-baccalaureate graduates. Common practices of the academy and of the specific discipline shall be followed.

### B. Baccalaureate Degree

The institution granting the degree determines the Honors Designation for its graduates. To earn an Honors Designation at graduation the undergraduate student must meet both the following cumulative and institutional grade point averages:

Summa Cum Laude	equal to or greater than 3.9
Magna Cum Laude	equal to or greater than 3.7 and less than 3.9
Cum Laude	equal to or greater than 3.5 and less than 3.7

The undergraduate student must have completed a minimum of 60 credit hours at the institution granting the degree. Courses that are part of a formal collaborative agreement among Regental universities are considered to be earned from the institution granting the degree. (Also refer to BOR Policy 2:29.)

### C. Associate Degree

The institution granting the degree determines the Honors Designation for its associate-level graduates. To earn an Honors Designation at graduation, an associate-level graduate must meet both the following cumulative and institutional grade point averages:

With highest honor	equal to or greater than 3.9
With high honor	equal to or greater than 3.7 and less than 3.9
With honor	equal to or greater than 3.5 and less than 3.7

An associate-level graduate must have completed a minimum of 30 credit hours at the institution granting the degree. Courses that are part of a formal collaborative agreement among Regental universities are considered to be earned from the institution granting the degree. (Also refer to BOR Policy 2:29.)

## 10. Graduate Grades

Graduate Grades will be assigned to the Graduate Academic Level and to all Courses and Sections with course numbers of 500 or greater. Plus and minus grades are not used.

A	Exceptional	4.00 grade points per semester hour
B	Good	3.00 grade points per semester hour
C	Average	2.00 grade points per semester hour
D	Unsatisfactory	1.00 grade points per semester hour
F	Failure	0.00 grade points per semester hour



S	Satisfactory	Does not calculate into any gpa
U	Unsatisfactory	Does not calculate into any gpa
W	Withdrawal	Does not calculate into any gpa, no credit granted
AU	Audit	Does not calculate into any gpa
I	Incomplete	Does not calculate into any gpa
IP	In Progress	Does not calculate into any gpa
NG	No Grade	0 credit tracking course
NP	Normal Progress	Does not calculate into any gpa
NR	Grade not Reported by instructor	Does not calculate into any gpa
EX	Credit by Exam	Does not calculate into any gpa
CR	Credit	Does not calculate into any gpa
TR	Note for NSE/MEDT	Does not calculate into any gpa, no credit granted
LR	Lab grade linked to Recitation Grade	0 credit course

An audit (AU) grade may be granted only when the student has elected the AU option on or prior to the census date of the term.

A credit (CR) grade may be granted only for non-course credit that is not related to an examination or to equating transfer grades to the BOR grading system. This grade is not used for any Regental university course.

An examination for credit (EX) grade may be granted only for non-course credit validation obtained through a validation process. This grade is not used for any Regental university course.

An incomplete (I) grade may be granted only when all of the following conditions apply:

- 1) A student has encountered extenuating circumstances that do not permit him/her to complete the course.
- 2) The student must be earning a passing grade at the time the Incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
- 3) The student does not have to repeat the course to meet the requirements.
- 4) The instructor must agree to grant an incomplete grade.
- 5) The instructor and student must agree on a plan to complete the coursework.
- 6) The coursework must be completed within one calendar year; extensions may be granted by the Graduate Dean.
- 7) If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, or U.
- 8) If the student does not complete the course within the specified time, the Incomplete grade remains on the transcript.

An in progress (IP) grade may be granted only when all of the following conditions apply:

- 1) The requirements for the course (for every student enrolled in the course) extend beyond the current term.
- 2) The extension beyond the current term must be defined before the class begins.
- 3) The instructor must request permission to award IP grades for a course from their Department Head and Dean, and then approval must be obtained from the Vice President for Academic Affairs.
- 4) A definite date for completion of the course must be established in the course syllabus.

A grade of NG will be used only with those course sections that are designated as Tracking/Program Sustaining (Q) and those that are assigned the code for Master's Research Problems/Projects Sustaining, Thesis Sustaining, or Dissertation Sustaining (U).

A normal progress (NP) grade may be granted by an instructor when the instructor determines that a graduate student is making normal progress in a graduate Thesis/Dissertation course. If a graduate student does not enroll for a period of one calendar year, the NP grade may change to I (Incomplete) upon approval by the Graduate Dean. The NP grade calculates into attempted credits but does not calculate into completed credits or grade point averages.

A Satisfactory/Unsatisfactory (S/U) grade may be granted only when the entire course requires the S/U grade or the student has elected the S/U option on or prior to the census date of the term.

#### **11. Last Date of Academic Activity**

Each university must have in place a practice for determining and recording the Last Date of Academic Activity, whenever reporting a final grade of F, U, or RU.

**SOURCE:** BOR, May 1996; BOR, December 1998; BOR, March 2002; BOR, June 2002; BOR, August 2002; BOR, October 2002, BOR, June 2003; BOR, October 2003; BOR, March 2004; BOR, May 2004; BOR, October 2004; BOR, March 2005; BOR, May 2005; BOR, June 2005; BOR, August 2005; BOR, October 2005; BOR, August 2006; BOR, October 2006; BOR, June 2009; BOR, August 2009; BOR, March-April 2011; BOR, December 2011; BOR, December 2013; BOR, December 2014; BOR, June 2015; [BOR, August 2015.](#)