

UC-Specific Grades

The grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F are used in courses graded under the traditional grading system as an evaluation of a student's performance. However, there are a few grades that require special attention and further explanation:

The grade of **UW, Unofficial Withdrawal**, is used when a student has stopped attending a course but has not withdrawn from the course officially.

The grade of **X, Unofficial Withdrawal – no participation**, is used when a student has never attended or participated in the course but has not withdrawn officially.

The grade of **W, Official withdrawal**, is used when a student participated in the course and takes the prescribed steps to officially withdraw from the course.

The grade of **WX, Official Withdrawal – no Participation**, is used when a student has never attended or participated in a course, but has officially withdrawn from the course.

The grade of **IP, In Progress**, is appropriate only for College-approved courses taken for undergraduate credit that require an extended grading period beyond the normal quarter.

NEW!!! BEGINNING WINTER QUARTER

The grade of **SP, Satisfactory Progress**, is appropriate only for College-approved courses taken for graduate credit that require an extended grading period beyond the normal quarter. This grade indicates that satisfactory progress has been achieved at the time of the traditional grading period.

The grade of **UP, Unsatisfactory Progress**, is appropriate only for College-approved courses taken for graduate credit that require an extended grading period beyond the normal quarter. This grade indicates that unsatisfactory progress has been achieved at the time of the traditional grading period.

Undergraduate Grading System

Grade	Description	Quality Points
A	Excellent	4.0000
A-		3.6667
B+		3.3333
B	Good	3.0000
B-		2.6667
C+		2.3333
C	Satisfactory	2.0000
C-		1.6667
D+		1.3333
D	Poor	1.0000
D-		0.6667
F	Fail	0.0000
P	Pass	N/A
U	Unsatisfactory	N/A
T	Audit	N/A
I	Incomplete	0.0000**
I/F*	Failure	0.0000
W	Withdrawal (Official)	N/A
WX	Withdrawal (Official) - No Participation	N/A
UW	Unofficial Withdrawal	0.0000
X	Unofficial Withdrawal - No Participation	0.0000
IP	In Progress	N/A
IP/F*	Failure	0.0000
NP***	Not Proficient	N/A
NG mark	No Grade Reported (See Instructor)	N/A

* Administrative grades assigned if Incomplete or In-Progress grades remain after one year.

** No grade quality points during first quarter after the I is incurred; thereafter zero grade quality points.

*** Available only for 103-level and below English courses that require a level of proficiency to move through the sequence and that are approved by the appropriate College committees.

Graduate Grading System

Grade	Description	Quality Points
A	Excellent	4.0000
A-		3.6667
B+		3.3333
B	Good	3.0000
B-		2.6667
C+		2.3333
C	Satisfactory	2.0000
F	Fail	0.0000
P	Pass	N/A
U	Unsatisfactory	N/A
T	Audit	N/A
I	Incomplete	0.0000**
I/F	Failure	0.0000
W	Withdrawal (Official)	N/A
WX	Withdrawal (Official) - No Participation	N/A
UW	Unofficial Withdrawal	0.0000
X	Unofficial Withdrawal - No Participation	0.0000
SP*	In Progress – Satisfactory Progress	N/A
UP*	In Progress – Unsatisfactory Progress	N/A
NG mark	No Grade Reported (See Instructor)	N/A

* SP and UP are used only for those courses approved by College committees to have an extended period beyond the normal quarter ending.

Note: The IP grade is no longer valid for courses approved for IP grading at the graduate level. An SP or UP grade must be submitted.

The grades of C-, D+, D, and D- are not valid for graduate credit.

**No grade quality points during first year after the I is incurred; thereafter, zero quality points and the I changes to I/F.

NEW!!! BEGINNING WINTER QUARTER!!!

Confirming Minimal Participation Steps to make it as easy as 1, 2, 3...

To achieve compliance with Title IV federal financial aid regulations, you will see several changes to the manner in which a student's class participation is tracked by the University. The most immediate change impacting faculty is a mandatory web confirmation of participation to be recorded by an instructor immediately after a student withdraws from a class.

1. Frequently check your UC email account.

Since web withdrawal began in Winter 2005, an email notification has been sent to the instructor's UC email account when a student withdraws from a class using the web registration application. Beginning this quarter, we will expand that email notification to include those students who have withdrawn via the traditional paper process as well.

2. Link to Online Class Grading from the email.

In the email, a direct link will take the instructor into Online Class Grading where the withdrawn students needing the participation confirmation will be presented for appropriate grading. Participation should be affirmed and a final grade submitted as soon as possible once notification is received by the instructor.

3. Affirm participation and grade withdrawn students.

An abbreviated grade list containing only withdrawn students will present to the instructor with radio buttons to capture the "yes" or "no" decision regarding participation. An EW mark will continue to be displayed to differentiate students who had withdrawn via the web versus the traditional paper process. The instructor must record the **Final Grade** as either:

- W Official Withdrawal with Participation
- WX Official Withdrawal without Participation or
- F Official Withdrawal Failure

Note: Participation for Title IV purposes may be achieved by attending just one class meeting or online session.

Helpful Tips for Online Class Grading

- If you want to use Blackboard, obtain training on Blackboard and its GradeBook feature early in the quarter when there is sufficient time to gain a comfort level with the tool. In the meantime, use the direct access into the Online Class Grading application at:
www.uc.edu/registrar.
- Don't be caught off guard; learn the grading deadline in effect for the quarter. These deadlines are posted at www.uc.edu/registrar.
- Set clear expectations with a student who may be receiving an Incomplete grade as to the work still outstanding and your deadline for submitting outstanding work.
- Utilize the information found in the Grade Type column immediately to the left of the Grade column. The Grade Type will identify the following types of registration notes:
N = Normal grade of A, A-, B+, etc, is expected;
A = Audit where a passing grade is T;
P = Pass/Fail where a passing grade is P;
W = Official Withdrawal with participation where a grade of W or F may be assigned
- Classes given special approval for IP or NP grading have been annotated at the top of the grade list. If the grade list doesn't reflect "IP Approved" then the In Progress grades (IP, SP, UP) will not be accepted and likewise for the "NP Approved" classes (NP).
- Call the appropriate people for assistance when you need it:

UCit Help Desk: (non-Blackboard technical issues and password reset) 513-556-4357

Blackboard Support: 513-556-1602

Grading Policy issues: call Associate Registrar Wendy Lambing at 513-556-9924.



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