**Policy Revision – Draft Copy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Policy Title** | Grades and the Grading System | | | |
| **Policy URL** | <https://catalog.arizona.edu/policy/grades-and-grading-system> , <https://catalog.arizona.edu/policy/grade-point-average-gpa-calculation-or-averaging-grades> , and <https://catalog.arizona.edu/policy/college-law-grading-system-0> | | | |
| **Rationale for Update** | * Remove the Withdrawal Grade Unit Maximum that previously limited students to 18 W units * Expand table to include grade points and career applicability * Incorporate the Law and Medicine career grades   + Add the previously separate Law Grading System policy (<https://catalog.arizona.edu/policy/college-law-grading-system-0>)   + Include +/- , H, HP, and IP grades in full grade definitions table * Create a Pass/Fail Option table so information is duplicated for separate career sections * Add information from the previously separate GPA Calculation policy (<https://catalog.arizona.edu/policy/grade-point-average-gpa-calculation-or-averaging-grades>). * Condense information to simplify students’ understanding * Clarify purpose of I grade; mandate that instructors file a Report of an Incomplete Grade when relevant * Consolidate duplicate grade entries from table * Update references to inactive courses, including student teaching and 930 (supplementary registration) courses * Replace instances of “should” with “will” / ”are advised to” * Remove duplicate information:   + redirect students to the Change of Schedule for information on Course Withdrawals (<https://catalog.arizona.edu/policy/change-of-schedule>)   + Redirect students to Leaving the University for information on Complete and Retroactive Withdrawals (<https://catalog.arizona.edu/policy/leaving-university>) | | | |
| **Contact Person for Questions** | Abbie Sorg | | | |
| **Responsible Unit** | Office of the Registrar | **URL** | https://registrar.arizona.edu/ | |
| **Career Applicability** | Undergraduate  Graduate  Law  Medicine  Pharmacy  Veterinary Medicine | | | |
| **Approvals Granted**  *(for council use only)* | UGC Policies Subcommittee | Scheduled: 02/14/2023 | | Status: |
| Undergraduate Council | Scheduled: | | Status: |
| Graduate Council | Scheduled: | | Status: |
| Undergraduate CAAC | Scheduled: | | Status: |
| Graduate CAAC | Scheduled: | | Status: |
| Faculty Senate Executive Committee | Scheduled: | | Status: |
| Faculty Senate | Scheduled: | | Status: |

**Policy Revision Side by Side**

Additions in Green – Deletions in ~~Yellow~~

| Existing Policy | Proposed Edit |
| --- | --- |
| |  |  |  | | --- | --- | --- | | **Grade:** | **In GPA:** | **Description:** | | A | yes | excellent ([**regular grade**](https://catalog.arizona.edu/policy/grades-and-grading-system#Regular%20Grades)) | | B | yes | good (regular grade) | | C | yes | satisfactory (regular grade) | | D | yes | poor (regular grade) | | E | yes | failure (regular grade) | | S | no | superior ([**alternative grade**](https://catalog.arizona.edu/policy/grades-and-grading-system#Alternative%20Grading)) | | P | no | passing (alternative grade) | | ~~P~~ | ~~no~~ | passing ([**pass/fail option**](https://catalog.arizona.edu/policy/grades-and-grading-system#passfail)) | | F | no | failure (pass/fail option) | | I | no | [**incomplete**](https://catalog.arizona.edu/policy/grades-and-grading-system#incomplete) | | W | no | [**approved withdrawal from a course (drop)**](https://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal) | | WC | no | [**approved complete withdrawal from the U**](https://catalog.arizona.edu/policy/grades-and-grading-system#Complete) | | ~~WC~~ | ~~no~~ | [**approved retroactive withdrawal from the U**](https://catalog.arizona.edu/policy/grades-and-grading-system#Complete) | | O | no | [**audit**](https://catalog.arizona.edu/policy/grades-and-grading-system#Audit) | | WO | no | audit, withdrawal | | XO | no | audit, administrative withdrawal | | CR | no | [**credit**](https://catalog.arizona.edu/policy/grades-and-grading-system#Credit)for Special Exam or Credit and the final term of 930 courses | | (Blank) | no | [**no grade submitted by instructor**](https://catalog.arizona.edu/policy/grades-and-grading-system#Blank) |   **Regular Grades:**  A, B, C, D, and E constitute the regular grades used at the University of Arizona.  Regular grades are included in the calculation of the [**grade-point-average (GPA)**](https://catalog.arizona.edu/policy/grade-point-average-gpa-calculation-or-averaging-grades).  A minimum grade of C ~~may be required to register for some~~ courses ~~when a higher level of mastery than a D is necessary for the student’s success in the subsequent course.~~ Students ~~should~~ check the requisites ~~(recommended course work)~~ and enrollment requirements ~~(required course work)~~ when planning their class schedules ~~and registering for the next term~~. ~~Recommended and required course work is noted~~ in the Uaccess Class Search and in the Course Catalog.  ~~The majority of~~ courses at the University are graded with regular grades.  Exceptions include:  most [**house-numbered courses**](https://catalog.arizona.edu/policy/university-wide-house-numbered-courses) (independent study, colloquium, etc)~~,~~ and some law, medicine, pharmacy and public health courses. ~~Courses using alternative grades are designated as such in the~~[**~~course descriptions(link is external)~~**](https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA_CATALOG/HRMS/h/?tab=DEFAULT)~~.~~  **Alternative Grading:**  **S, P, F grading:**  ~~For the majority of individual studies courses, one of the grade systems available is the special grades of S, P, F.  Grades of S (~~superior), P (pass)~~, and~~ F (fail) are not included in the calculation of the GPA~~, nor~~ do ~~they count toward~~ meet~~ing the~~ criteria for [**dean’s list, honorable mention, or academic distinction~~s~~**](https://catalog.arizona.edu/policy/academic-distinction-deans-list-honors-and-awards).  **Graduate courses:**Grades for 900 through 925 house numbered courses and other graduate level project courses that continue for longer than one term will be awarded S, P, or F on the basis of the work completed during the semester of enrollment. As with all courses, the option of awarding an I remains available ~~when warranted.~~ If the course is passed, the units of credit may be applied toward the degree at the discretion of the student’s major advisor.  **Medical grades:**  ~~all 800-level~~ courses ~~offered by the College of Medicine~~ are graded on an honors/ high pass/ pass/ fail system (H, HP, P, F).  See the [**College of Medicine Grading System(link is external)**](http://medicine.arizona.edu/form/grading-and-progression-policies-years-1-4-com) for more information.  **~~Law grades:~~**~~law students please consult the~~[**~~College of Law Grading System~~**](http://catalog.arizona.edu/policy/college-law-grading-system-0)~~.~~  **~~NOTE:~~**~~For house numbered courses with a choice of grading systems (senior capstone, colloquium, etc.), departments have the option of awarding regular grades only (A,B,C,D,E) or alternative grades S/P/F, as departmental policy dictates.  All students enrolled in that course must be graded by the same system.~~  **Pass/Fail Option ~~for Undergraduates:~~**  For certain courses, a qualified student may elect to register under the pass/fail option. ~~Under such registration, the only final grades available to the student are P (pass) or F (fail).  To receive the grade of P, the student must be doing work comparable to a D or better.~~ If a course is taken under the pass/fail option, the grade of P or F will be permanently recorded.  ~~If the course is passed, the units of credit will be applied toward graduation.~~  Pass/fail grades are NOT included in the GPA.  ***~~Undergraduate students may elect to take courses under the pass/fail option only after they have attained sophomore standing and only if they have earned grade-point-averages (GPAs) of 2.000 or better.~~***  ~~Courses taken under the pass/fail option must be electives only, and may not be used to fulfill general education, major, minor, or other specified curriculum requirements.~~  Students registering for a course under the pass/fail option must meet the prerequisites or otherwise satisfy the instructor of their ability to take the course.  ~~Undergraduate students may register under the pass/fail option for not more than 2 courses per semester up to a maximum of 12 courses.  Further, they must carry a minimum of 12 course units graded with regular grades during each term in which they take courses under the pass/fail option.  Any exceptions to this policy must be approved by the student’s academic dean.~~  Students may change from pass/fail enrollment to enrollment for a regular grade, or vice versa, ~~only during the time period prior to the last day of the fourth calendar week (Fall and Spring) during which classes are held, except with~~ special permission of the student’s college dean.  Each department ~~decides~~ which of its courses will be available under the pass/fail option.  ~~Further,~~ the instructor of the course ~~must approve when it is offered for pass/fail. The instructor’s class roster will serve as notification of any students enrolled in the class under the pass/fail option.~~  ~~Courses that are available for pass/fail are designated as such in the Schedule of Classes as “~~**~~Available:~~**~~Pass/Fail.”~~  ~~Student Teaching:  pass/fail grades are the only grades available for FSHD 489, TTE 493A, and TTE 493B.~~ Enrollment in ~~these courses will not reduce the amount for which a student can otherwise enroll under the~~ pass/fail option.  **~~Pass/Fail Option for Graduate Students:~~**  For certain courses, a graduate student may elect to register under the Pass/Fail option. ~~Under such registration, the only final grades available to the student are P (pass) or F (fail). To receive the grade of P, the student must be doing work comparable to a C or better. If a course is taken under the Pass/Fail option, the grade of P or F will be permanently recorded. If the course is passed, the units of credit may be applied toward the degree at the discretion of the student’s major advisor. Pass/Fail grades are NOT included in the GPA.~~  ~~Students registering for a course under the Pass/Fail option must meet the prerequisites or otherwise satisfy the instructor of their ability to take the course.~~  ~~Students may register under the Pass/Fail option for not more than 2 courses per semester. Students may change from Pass/Fail enrollment to enrollment for a regular grade, or vice versa, only during the time period prior to the last day of the fourth calendar week (Fall and Spring) during which classes are held, except with special permission of the Dean, Graduate College.~~  ~~The department determines which of its courses will be available under the Pass/Fail option, but this is subject to approval by the instructor teaching the course.~~ Graduate students may take courses offered by the College of Law for Pass/Fail for graduate credit. ~~Graduate students who need to complete admission deficiencies or who wish to take undergraduate courses for Pass/Fail may do so, but they will not earn graduate credit for those courses. The instructor shall be informed by the Office of the Registrar which students are enrolled under the Pass/Fail option.~~  ~~Courses that are available for Pass/Fail are designated as such in the Schedule of Classes as “Available: Pass/Fail.”~~  **I Incomplete Grade:**  The grade of **I** may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of **I** is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such ~~a~~ case, a grade other than **I**must be assigned.  Students ~~should make arrangements~~ with the instructor to receive an incomplete grade before the end of the term.  Instructors ~~are encouraged to~~ use the [**Report of Incomplete Grade(link is external)**](https://www.registrar.arizona.edu/grades/incomplete-i-grade) form as a contract with the student as to what course work must be completed by the student for the **I** grade to be removed and replaced with a grade. ~~On the form, the instructor states:  (1) which assignments or exams should be completed and when; (2) how this work will be graded; and (3) how the student’s course grade will be calculated.~~ Both the instructor and student sign this agreement and both ~~should~~ retain copies.  After the course work is completed, the instructor ~~should~~ assign the appropriate grade ~~on the Uaccess Grade Roster.  After posting,~~ the new grade will be included in the calculation of the student’s GPA.  If the incomplete grade is not removed by the instructor ~~within one year (~~the last day of finals one year later~~)~~, the **I** grade will convert to a failing grade. For undergraduate courses, ~~the one-year limit may be extended for~~ one additional year if~~, prior to converting to an E, the extension is~~ approved by the instructor and the dean of the college ~~in which the student is registered.~~ For graduate courses, ~~the one-year~~ extension ~~must be~~ approved by the instructor and Graduate College dean~~. This extension requires the instructor and dean’s signature on~~ a Petition for Extension of Course Work. ~~Notification of~~ ~~the dean’s approval or denial is to be provided to the student by the dean’s office. A copy of the approved or denied Petition must then be forwarded from the dean’s office to the Office of the Registrar, Administration 210, for appropriate processing~~. Once the **I**~~has converted~~ to a~~n~~**~~E~~**~~, a one-year extension will only be considered~~ for ~~an~~ undergraduate course if the student submits an appeal to the University General Petition Committee.  ~~Additionally, a request for an extension of time beyond 2 academic years of the original course enrollment requires approval by the General Petition Committee.~~ For ~~courses taken for~~ graduate ~~credit~~, an extension beyond 2 academic years ~~may~~ be considered only by the Graduate College.  **W Withdrawal, Dropping a Course:**  ~~Early in the semester or term, (see~~[**~~Dates & Deadlines(link is external)~~**](http://www.registrar.arizona.edu/)~~) official withdrawal (drop) of a course cancels the registration for the course. No approval is needed. No grade for the course will appear on the student’s permanent record. Note that the first withdrawal deadline differs for~~[**~~undergraduate~~**](http://catalog.arizona.edu/policy/undergraduate-change-schedule-dropadd)~~and~~[**~~graduate courses~~**](http://catalog.arizona.edu/policy/graduate-change-schedule-drop-add)~~.~~  ~~Until the second withdrawal deadline, (see~~[**~~Dates & Deadlines(link is external)~~**](http://www.registrar.arizona.edu/)~~), students may use Uaccess Student Self-Service to withdraw from a course. No approval is needed. The grade of W is awarded regardless of whether the student is passing at the time of withdrawal.~~ The W will appear on the student’s permanent record but does not affect the student’s grade-point-average (GPA).  ~~After the second withdrawal deadline, the grade of W can be awarded only with the approval of the student’s instructor and academic dean, and only under exceptional circumstances. Students with extenuating circumstances must petition with their college dean for permission to drop a course. The student’s final course-withdrawal (drop) deadline differs for undergraduate and graduate courses.~~  **~~W Grade Unit Maximum:~~**~~The number of undergraduate course withdrawals (drops) cannot exceed 18 units during the student’s undergraduate career; the 18-unit limit will be reset once a student completes a bachelor’s degree at the University and begins a Second Bachelor’s Degree (does not apply to concurrent degrees).  The 18-unit maximum applies to all courses dropped with a W grade.  The W grade is awarded for all withdrawals between the first and final withdrawal deadlines—from the third week through the thirteenth week of a regular semester (including those awarded for administrative drops or for approved Late Change Petitions).~~  **WC Withdrawal, Complete Withdrawal and Retroactive Withdrawal from the University:**  ~~In the case of complete~~[**~~Withdrawal from the University~~**](https://catalog.arizona.edu/policy/leaving-university)~~, if a student withdraws before the end of the second week of classes in a regular semester (before the end of the fourth week for graduate and  professional students), no classes show on the student’s permanent record.  If a student withdraws from the University after the second week of classes during a regular semester (after the fourth week for graduate and professional students) and before the final exam period,~~ the grade of WC (withdrawal-complete) is awarded for all classes processed in the complete withdrawal.  WC grades are NOT included in the GPA ~~and are not included in the 18-unit W maximum.~~ The refund schedule is listed for each term in the [**Registration Dates and Deadlines(link is external)**](http://www.registrar.arizona.edu/) calendar.  **O Audit Grade:**  The grade of O is awarded for courses taken for audit.  Audit grades are not awarded unless the student is registered for audit.  ~~(In the case of COOP 100, students are automatically registered for audit.)~~   Audit grades are NOT included in the GPA.  See the [**audit policy**](https://catalog.arizona.edu/policy/audit-policy) for details and the use of WO and XO grades.  **CR Credit:**  The grade of CR is a passing grade awarded for courses taken by [**Special Examination for Credit(link is external)**](http://archive.catalog.arizona.edu/2015-16/policies/profexam.htm). Failing grades are not recorded.  The CR grade is NOT included in the GPA.  ~~CR grade for 930~~[**~~house numbered courses~~**](https://catalog.arizona.edu/policy/university-wide-house-numbered-courses)~~:  the grade of CR is awarded upon completion of degree requirements.~~  **(Blank) No Grade Submitted:**  No grade indicator is entered when an instructor fails to submit grades for all students in a course by the grade reporting deadline ~~at the end of the term.~~  ~~Prior to Spring 2003, students were awarded a temporary grade of ‘Y’ after the grade reporting deadline and prior to receiving the final grade from the instructor.~~  ~~Consistent with current practice,~~ if grades are issued for some but not all students in a class, those students who were not awarded a grade by the instructor will be awarded an administrative grade of ‘E’ by the Registrar’s Office. | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Grade:** | **Grade Points** | **Description:** | **Applicability** |  |  | | A | 4.00 | excellent | * Undergraduate * graduate * law * pharmacy |  |  | | A- | 3.67 | excellent | * law |  |  | | B+ | 3.33 | good | * law |  |  | | B | 3.00 | good | * Undergraduate * graduate * law * pharmacy |  |  | | B- | 2.67 | good | * law |  |  | | C+ | 2.33 | fair | * law |  |  | | C | 2.00 | satisfactory | * undergraduate * graduate * law (fair) * pharmacy |  |  | | C- | 1.67 | fair | * law |  |  | | D+ | 1.33 | poor | * law |  |  | | D | 1.00 | poor | * undergraduate * graduate * law * pharmacy |  |  | | D- | 0.67 | poor | * law |  |  | | E | 0.00 | failure | * undergraduate * graduate * law * pharmacy |  |  | | H | not included in GPA calculation | honors | * medicine |  |  | | HP | not included in GPA calculation | high pass | * medicine |  |  | | S | not included in GPA calculation | superior | * undergraduate * graduate * law * pharmacy |  |  | | P | not included in GPA calculation | passing | * undergraduate * graduate * law * medicine * pharmacy |  |  | | F | not included in GPA calculation | failure | * undergraduate * graduate * law * medicine * pharmacy * veterinary medicine |  |  | | I | not included in GPA calculation | [**incomplete**](https://catalog.arizona.edu/policy/grades-and-grading-system#incomplete) | * undergraduate * graduate * law |  |  | | IP | not included in GPA calculation | Multi-term course in progress | * medicine |  |  | | W | not included in GPA calculation | [**approved withdrawal from a course (drop)**](https://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal) | * undergraduate * graduate * law * medicine * veterinary medicine |  |  | | WC | not included in GPA calculation | [**approved complete or retroactive withdrawal from the U**](https://catalog.arizona.edu/policy/grades-and-grading-system#Complete) | * undergraduate * graduate * law * medicine * veterinary medicine |  |  | | O | not included in GPA calculation | [**audit**](https://catalog.arizona.edu/policy/grades-and-grading-system#Audit) | * undergraduate * graduate * law |  |  | | WO | not included in GPA calculation | audit, withdrawal | * undergraduate * graduate * law |  |  | | XO | not included in GPA calculation | audit, administrative withdrawal | * undergraduate * graduate * law |  |  | | CR | not included in GPA calculation | [**credit**](https://catalog.arizona.edu/policy/grades-and-grading-system#Credit)for Special Exam |  |  |  | | (Blank) | not included in GPA calculation | [**no grade submitted by instructor**](https://catalog.arizona.edu/policy/grades-and-grading-system#Blank) |  |  |  |   Most courses at the University are graded with regular grades.  Exceptions include: most [**house-numbered courses**](https://catalog.arizona.edu/policy/university-wide-house-numbered-courses) (independent study, colloquium, etc.) and some law, medicine, pharmacy and public health courses. Course descriptions indicate a course’s available grading basis.  **Regular Grades:**  A, B, C, D, and E constitute the regular grades used at the University of Arizona for undergraduate, graduate, law, and pharmacy courses.  Regular grades are included in the calculation of the [**grade-point-average (GPA)**](https://catalog.arizona.edu/policy/grade-point-average-gpa-calculation-or-averaging-grades).   * The College of Law employs the use of plus and minus grades; A+, E+, and E- grades are not used. For purposes of raising grades on the basis of class participation, an instructor's discretion is limited to raising a grade by one grade increment only. For example, a B- may be raised only to a B, and a B+ only to an A-.   The grade-point-average is the arithmetic mean of the grade points earned for all credits taken at the University of Arizona for [**University Credit**](https://catalog.arizona.edu/key-course-descriptions) or by [**Special Examination for Grade**](https://catalog.arizona.edu/policy/proficiencycompetency-and-exemption-examinations-special-examination-credit-or-grade), where regular grades are awarded. Ordinarily cumulative GPAs are calculated using only the courses at the program level of the student. For example, the undergraduate GPA is based on undergraduate courses only (see [**Graduate Credit for Seniors**](https://catalog.arizona.edu/policy/graduate-credit-seniors), [**Grade Replacement Opportunity**](https://catalog.arizona.edu/policy/grade-replacement-opportunity-gro), and [**Second Start**](https://catalog.arizona.edu/policy/second-start-readmission-policy), [**Academic Renewal for exceptions**](https://catalog.arizona.edu/policy/academic-renewal-undergraduate-students)).  Some courses may require the student to have earned a minimum grade of C in pre-requisite courses. It is recommended that students check the requisites and enrollment requirements in the [Schedule of Classes](https://studentcenter.arizona.edu/app/ui/public/search) or [Course Catalog](https://studentcenter.arizona.edu/app/ui/public/ps/course-catalog?tab=DEFAULT) when registering or planning their class schedules.  **Alternative Grading:**  **S, P, F grading:**  Superior/Pass/Fail grades are typically assigned for individual studies courses. These grades are not included in the calculation of GPA and do not meet criteria for [**dean's list, honorable mention, or academic distinction**](https://catalog.arizona.edu/policy/academic-distinction-deans-list-honors-and-awards).   * For house numbered courses with a choice of grading systems (senior capstone, colloquium, etc.), departments have the option of awarding regular grades (A,B,C,D,E) or alternative grades (S,P,F) as departmental policy dictates.  All students enrolled in the same section of a course must be graded by the same system. * **F**or 900 through 925 house numbered courses and other graduate level project courses that continue for longer than one term, grades of S, P, or F are awarded on the basis of the work completed during each semester of enrollment. As with all courses, the option of awarding an I remains available in emergency situations. If the course is passed, the units of credit may be applied toward the degree at the discretion of the student's major advisor.   **Medical grades**:  Pre-clerkship courses are graded on a pass/fail basis. Clerkship courses are graded on an honors/ high pass/ pass/ fail system (H, HP, P, F).  See the [**College of Medicine Grading System(link is external)**](http://medicine.arizona.edu/form/grading-and-progression-policies-years-1-4-com) for more information.  **Pass/Fail Option**  For certain courses, a qualified student may elect to register under the Pass/Fail option. If a course is taken under the pass/fail option, the grade of P or F will be permanently recorded.  Pass/fail grades are NOT included in the GPA.   * Students registering for a course under the Pass/Fail option must meet the prerequisites or otherwise satisfy the instructor of their ability to take the course. * Students may change from pass/fail enrollment to enrollment for a regular grade, or vice versa, up until the deadline specified on [Dates and Deadlines](https://registrar.arizona.edu/dates-and-deadlines). Exceeding this deadline requires special permission of the student's college dean through the [Change of Schedule](https://catalog.arizona.edu/policy/change-of-schedule) process. * Each department determines which of its courses will be available under the Pass/Fail option, subject to approval by the instructor of the course. * Enrollment in courses that offer only pass/fail grades will not count toward the student’s maximum pass/fail option courses per semester or accumulatively. * Graduate students may take courses offered by the College of Law for Pass/Fail for graduate credit.  |  |  |  | | --- | --- | --- | |  | **Undergraduate** | **Graduate** | | **Eligibility** | * must have attained sophomore standing * must have earned a GPA of 2.00 or better * must be concurrently enrolled in a minimum of 12 units with a regular grading basis |  | | **Pass Definition** | P = work comparable to D or better | * P = work comparable to C or better | | **Limits on Use** | * May use P/F Option for 2 courses per semester * May use P/F Option for up to 12 courses accumulatively1 * may not be used to fulfill general education, major, minor, or other specified curriculum requirements | * May use P/F Option for 2 courses per semester * credit may be applied toward the degree at the discretion of the student's major advisor |   **1**Any exceptions to this policy must be approved by the student's academic dean through the [Change of Schedule](https://catalog.arizona.edu/policy/change-of-schedule) process.  **I Incomplete Grade:**  The grade of **I** may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of **I** is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such cases, a grade other than **I**must be assigned.  Students are advised to work with the instructor to receive an incomplete grade before the end of the term.  Instructors must use the [**Report of Incomplete Grade(link is external)**](https://www.registrar.arizona.edu/grades/incomplete-i-grade) form as a contract with the student as to what course work must be completed by the student for the **I** grade to be removed and replaced with a grade. Both the instructor and student sign this agreement and both are advised to retain copies.  After the course work is completed, the instructor will assign the appropriate grade. The new grade will be included in the calculation of the student's GPA.  If the incomplete grade is not removed by the instructor by the last day of finals one year later, the **I** grade will convert to a failing grade.   * Prior to conversion from an I to a failing grade:   + For undergraduate courses, an extension of one additional year may be granted if approved by the instructor and the dean of the student’s college.   + For graduate courses, an extension of one additional year may be granted if approved by the instructor and Graduate College dean through a Petition for Extension of Course Work. * After conversion from an I to a failing grade:   + For undergraduate courses, an extension will only be considered if the student submits an appeal to the University General Petition Committee.   + For graduate courses, an extension beyond 2 academic years may be considered only by the Graduate College.   **W Withdrawal, Dropping a Course:**  A grade of W is assigned when a student withdraws from (drops) a course after the specified [deadline](https://registrar.arizona.edu/dates-and-deadlines). The W will appear on the student's permanent record but does not affect the student's grade-point-average (GPA). For more information, see the [Change of Schedule](https://catalog.arizona.edu/policy/change-of-schedule) policy.  **WC Withdrawal, Complete Withdrawal and Retroactive Withdrawal from the University:**  The grade of WC (withdrawal-complete) is awarded for all classes processed in the complete withdrawal.  WC grades are NOT included in the GPA. The refund schedule is listed for each term in the [**Registration Dates and Deadlines(link is external)**](http://www.registrar.arizona.edu/) calendar. For more information, see [Leaving the University](https://catalog.arizona.edu/policy/leaving-university).  **O Audit Grade:**  The grade of O is awarded for courses taken for audit.  Audit grades are not awarded unless the student is registered for audit. Audit grades are NOT included in the GPA.  See the [**audit policy**](https://catalog.arizona.edu/policy/audit-policy) for details and the use of WO and XO grades.  **CR Credit:**  The grade of CR is a passing grade awarded for courses taken by [**Special Examination for Credit(link is external)**](http://archive.catalog.arizona.edu/2015-16/policies/profexam.htm). Failing grades are not recorded.  The CR grade is NOT included in the GPA.  **(Blank) No Grade Submitted:**  No grade indicator is entered when an instructor fails to submit grades for all students in a course by the grade reporting deadline. If grades are issued for some but not all students in a class, those students who were not awarded a grade by the instructor will be awarded an administrative grade of 'E' by the Registrar's Office. |