

**Metropolitan State College of Denver**

**Grading Policies  
and  
Procedures**



*Revised: July 20, 2006*  
*Office of Academic Affairs*  
*&*  
*Office of the Registrar*

## Table of Contents

	<b>Page</b>
<b>Introduction</b>	<b>4</b>
<b>Class Rosters and Grades</b>	
<input type="checkbox"/> E-Rosters	<b>5</b>
<input type="checkbox"/> E-Grades	<b>6</b>
<b>Assigning Grades</b>	
<input type="checkbox"/> Assigning Grades	<b>7</b>
<input type="checkbox"/> Grade Records for Part-time Faculty and Faculty on Leave	<b>7</b>
<b>Grade Notification</b>	<b>7</b>
<b>Grade Changes</b>	<b>8</b>
<b>Definition of Credit in the Semester System and Grade Symbols</b>	
<input type="checkbox"/> Definition of Credit in the Semester System	<b>9</b>
<input type="checkbox"/> Grades and Notations at MSCD	<b>9</b>
<input type="checkbox"/> CC (Correspondence Course)	<b>9</b>
<input type="checkbox"/> I (Incomplete)	<b>9</b>
<input type="checkbox"/> NC/Withdrawal (No Credit)	<b>10</b>
<input type="checkbox"/> NR (Not Reported)	<b>11</b>
<input type="checkbox"/> P (Pass)	<b>12</b>
<input type="checkbox"/> S/U (Satisfactory/Unsatisfactory)	<b>12</b>
<input type="checkbox"/> SA (Study Abroad)	<b>13</b>
<input type="checkbox"/> SN (Study Abroad – No Credit)	<b>13</b>
<input type="checkbox"/> SE/UE (Satisfactory/Unsatisfactory in Education)	<b>13</b>
<b>Other Grading/Enrollment Policies</b>	
<input type="checkbox"/> Auditing	<b>14</b>
<input type="checkbox"/> Metro-Meritus Program	<b>14</b>
<input type="checkbox"/> MSCD/UCDHSC Common Pool	<b>14</b>
<input type="checkbox"/> Permanent “F”	<b>14</b>
<input type="checkbox"/> Repeated Classes at MSCD (Last Grade Stands)	<b>15</b>
<input type="checkbox"/> Self-Paced Classes	<b>16</b>
<input type="checkbox"/> Students Not Officially Enrolled in a Class for a Semester	
<input type="checkbox"/> Wait Lists	<b>16</b>

<b>Credit Other Than MSCD Classroom Credit on Student’s Transcripts</b>	
❑ Advanced Placement (AP)	17
❑ Basic Skills Classes	17
❑ College Level Examination Program (CL)	17
❑ Departmental Credit by Examination (EX)	17
❑ Inter-Interinstitutional	17
❑ International Baccalaureate	17
❑ Nursing Examinations	18
❑ Portfolio Assessment (PL)	18
❑ State Guaranteed General Education Courses	18
❑ Transfer Credit	19
<b>Student Grade Appeal Procedure</b>	16
<b>Appendix</b>	
A. Grade Change Exception Form	20
B. Grade Assignment for Correspondence Courses	21
C. Official Grade Change Log	22
D. Incomplete Agreement	23

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## INTRODUCTION

This revised edition (June, 2006) of *Grading Policies and Procedures* has been developed for use by Metropolitan State College of Denver faculty and administration. The information has been supplied and reviewed by the Office of the Provost and Vice President of Academic Affairs, the Faculty Senate, and the Office of the Registrar. The guidelines explain the grading policies and procedures used at MSCD that all faculty must follow. Any questions regarding these policies and procedures may be directed to the Office of the Provost and Vice President of Academic Affairs.

It is recommended that if departments or faculty have additional grading requirements or procedures, including specific attendance policies, especially if attendance is a part of the grading criteria, they should be noted on the instructor's class outline and policies and distributed to all students on the first day of class.

Also, refer to the current *College Catalog*, <http://www.mscd.edu/academic/catalog/index.htm> and the *Academic Policies Manual* [http://www.mscd.edu/~aa/downloads/academic\\_policy.doc](http://www.mscd.edu/~aa/downloads/academic_policy.doc) for additional academic policies and procedures.



**Office of the Provost and Vice President for Academic Affairs, CN319 X6-3040**  
***“Grading Policy and Procedures” is available on the S drive: S:/Provost/graddep~1.doc***



**Additional Grade Information and Contacts in the Office of the Registrar, CN105**

*Grade Processing, X6-2995*  
*Sadie Vigil, Grade Manager, X6-3989*  
*Eugene “Skip” Ackler, Assistant Registrar, X6-5377*  
*Jeff Johnson, Interim Registrar, X6-3997*

## CLASS ROSTERS AND GRADES

### **E-Rosters**

By printing your own class roster, **E-Rosters**, through MetroConnect you will have an up-to-the minute, accurate class roster for all your classes rather than relying on class rosters printed 5 to 7 days before your class actually begins. You can print the class roster the day before, or an hour before your class meets, as often as you wish throughout the semester. For step-by-step instructions please go to the Registrar's homepage at <http://www.mscd.edu/enroll/registrar> and look under Faculty/Staff Services. **UNDER NO CIRCUMSTANCES SHOULD FACULTY POST IN PUBLIC OR EMAIL E-ROSTERS.**

Students must be officially registered for the class. Please review the "Students Not Officially Registered in a Class for a Semester" below.

### **Students Not Officially Registered in a Class**

#### **For Students**

Students must be *officially registered* with the college for classes as normal deadlines prescribe. *Officially registered* means that students have been accepted for admission by the College, are eligible to register for classes, and that the Course Reference Number (CRN) for the class is entered on the student's registration record maintained by the Office of the Registrar. The deadline to register for a full-semester class is the census date for that semester. For fall and spring semesters the census date is the 12<sup>th</sup> day of the semester; for summer semester the census date is the 8<sup>th</sup> day of the semester. There are pro-rated deadlines for parts-of-term classes. It is the student's responsibility not to attend a class if they are not officially registered. **Students who register after the census date will not be eligible to receive the College Opportunity Fund (COF) stipend.**

#### **For Faculty**

According to the Colorado Commission on Higher Education's (CCHE) COF policy, individuals may not attend a class if they are not *officially registered* for the class. *Officially registered* means that students have been accepted for admission by the College, are eligible to register for classes, and that the Course Reference Number (CRN) for the class is entered on the student's registration record maintained by the Office of the Registrar. The deadline to register for a full-semester class is the census date for that semester. For fall and spring semesters the census date is the 12<sup>th</sup> day of the semester; for summer semester the census date is the 8<sup>th</sup> day of the semester. There are pro-rated deadlines for parts-of-term classes. **Students who register after the census date will not be eligible to receive the College Opportunity Fund (COF) stipend.** Faculty must refer students who are not registered by the census date to the Office of the Registrar to discuss their registration options. Faculty should allow the student to return to the class only upon showing proof of registration from the Office of the Registrar. Faculty must ensure that all students in their classes are listed on their E-Rosters. Faculty can check their E-Rosters anytime before and during the semester to determine whether a student is registered for the class.

## **E-Grades**

Grades are assigned electronically via **E-Grades** which is located on MetroConnect. For step-by-step instructions on how to access your E-Grade worksheets for each of your classes, please go to the Registrar's homepage at <http://www.mscd.edu/enroll/registrar> and look Faculty/Staff Services.

At the March 7, 2006 meeting of the Academic Council, the following statement was approved - "Every student on the E-Grade worksheet must be given a grade or grade notation. The grade and grade notations that are permissible for a student will appear in the grade drop-down box for each student. **DO NOT LEAVE THE E-GRADE BOX BLANK.**

Students whose names do not appear on E-Grades cannot receive credit for the class, as they are not officially enrolled. Please review the "Students Not Officially Registered for a Class for a Semester" policy under E-Rosters above.

If final grades are not submitted by the deadline each semester, the affected students do not receive a grade. Students who do not receive a grade for a class may be severely impacted. Financial aid, employment status, veterans' status, transcripts, and probation/suspension depend on students receiving all their grades. If no grade is submitted by the grade submission deadline, the student will receive a grade notation of "NR" – Not Reported.

**UNDER NO CIRCUMSTANCES SHOULD FACULTY POST IN PUBLIC OR EMAIL GRADES OR GRADE LISTS.**

## ASSIGNING GRADES

### **Assigning Grades**

Only the instructor of record for the class may assign grades. In cases of faculty incapacitation or unavailability due to unforeseen absence the department chair shall assume responsibility for entering grades (the chair may assign this responsibility to department faculty member(s) if so desired provided that the chair assigns this responsibility in the form of a memo to the Registrar and to the Dean). The term "incapacitation" refers to when the faculty member has been removed from teaching. "Unforeseen absence situations" are situations in which the faculty member is not available to provide grades by the beginning of the subsequent term and cannot be contacted by the administration.

### **Grade Records for Part-Time Faculty and Full-Time Faculty Who Will Be on Leave**

All regular faculty who will be on leave or who are retiring or resigning following a semester in which they have taught class(es) and all full-time temporary and part-time faculty shall submit copies of their grading data (grade books, test scores, spreadsheets etc.,) for students to the department chair so that the department chair can reconstruct students' grades if necessary. These data shall be maintained by the department chair for a one-year period and shall be used if the instructor is unavailable to answer questions concerning a student's grade.

## GRADE NOTIFICATION

Under no circumstances should grades be posted on walls, doors, bulletin boards, etc., as a way to notify students of their grades in a class.

Grades are normally processed within 24 hours after the due date for the entire semester in the Office of the Registrar. Students can then obtain their grades in the following way:

**Access MetroConnect.** Grades for the current semester, as well as the previous two semesters are available and can be printed on the Web. Students can also print an unofficial copy of their transcript on the Web. They can also request an official copy of their transcript on the Web. There is no fee for transcripts. They are free. However, if a student owes money to the college, they will not be able to receive an official or unofficial transcript.

## GRADE CHANGES

If the instructor needs to change a grade to a higher letter grade, that change may be made in the Office of the Registrar, CN105. Such grade changes may be made within the first *seven weeks of the semester* following the completion of the class. Changes to spring semester grades may be made throughout the summer semester and through the seventh week of the fall semester. These grade changes are made in the Office of the Registrar in the Official Grade Change Log and signed and dated by the faculty member. Faculty members may be required to provide photo identification to the Office of the Registrar personnel prior to changing any grade. Grades may be changed on the basis of an error in evaluation, computation, or transcription. *Grades may NOT be changed on the basis of revised standards of evaluation, new examinations or additional work undertaken or completed after E-Grades are submitted to the Office of the Registrar.*

The faculty member may change an I (Incomplete) to a letter grade in the Office of the Registrar at any time within three consecutive semesters (including summer semester) after the conclusion of the class. At the end of the third consecutive semester (one calendar year), if the I remains on the academic record, it will become an F.

A grade change exception form is required if:

- a grade is being raised after the deadlines described above,
- a grade is being lowered, or
- the faculty member is requesting a grade be changed to, or from, an NC
- an I changes to an F and the instructor wants to assign a grade

A grade change exception form is also required if the grade is being changed by someone other than the instructor of record for particular circumstances as defined under “Assigning Grades,” page 5 of this document.

Grade changes may also be made by the chair of the Grade Review Committee with the appropriate authorization of that committee and within the guidelines and policies set forth in the Grade Appeal Policy and Procedures.

Students will be notified via MetroConnect Personal Announcements when the grade is changed using the Grade Exception Form, i.e. when a grade is lowered, is changed after the deadlines described above, or a letter grade is changed to or from an NC. Instructions for the use of the Grade Change Exception Form are included on the form (see Appendix A).

## ✦ DEFINITION OF CREDIT AND GRADE SYMBOLS AT MSCD

### Definition of Credit in the Semester System

Class credit is based on units designated as semester hours. One semester hour represents one class period of 50 to 60 minutes per week for fifteen weeks, and also typically requires at least two hours of outside preparation per week on the part of the student. Laboratory class(es) give one semester hour of credit for each two to three and half-hours of scheduled work per week.

### Grades and Notations at MSCD

Grades	Quality Points	Notations – see explanations below	
<i>A = Superior</i>	<i>4</i>	<i>CC</i>	<i>Continuing Correspondence</i>
<i>B = Above Average</i>	<i>3</i>	<i>I</i>	<i>Incomplete</i>
<i>C = Average</i>	<i>2</i>	<i>NC</i>	<i>No Credit</i>
<i>D = Below Average but Passing</i>	<i>1</i>	<i>NR</i>	<i>Not Reported</i>
<i>F = Failure</i>	<i>0</i>	<i>P</i>	<i>Pass (D or better)</i>
<i>Plus/Minus Grading is not available at the College at this time. It will be implemented beginning Fall semester, 2007.</i>		<i>S</i>	<i>Satisfactory (C or better)</i>
		<i>SE</i>	<i>Satisfactory in Education (B or better)</i>
		<i>SA</i>	<i>Study Abroad</i>
		<i>SN</i>	<i>Study Abroad – no credit given</i>
		<i>U</i>	<i>Unsatisfactory</i>
		<i>UE</i>	<i>Unsatisfactory in Education</i>

### CC (Continuing Correspondence)

Students have one year after the semester for which they enroll to complete a correspondence course. If the class is not completed in the semester that the student initially enrolled, the class will be entered on the student's academic record for that semester as "CC" (continuing correspondence course). The "CC" will remain on the official transcript for up to three semesters, after which, either a grade is entered or the "CC" will convert to an "NC" (No Credit/Withdrawal).

### I (Incomplete)

Students should have completed at least 75% of the course work to qualify for consideration for an Incomplete. The student should be passing the course in order to be granted an Incomplete.

Determination of eligibility for an Incomplete is at the discretion of the faculty. Meeting the qualifications does not guarantee that an Incomplete will be granted. Students who meet the qualifications may request an Incomplete from the faculty member who is teaching the course. The decision to grant an Incomplete is up to faculty and department discretion. If an Incomplete is granted, the student and instructor must fill out and sign an Incomplete Agreement form in order to clarify what the student needs to do to complete the course.

The faculty member and student must complete and sign an Incomplete Agreement for each Incomplete grade and/or clarify the Incomplete Agreement via email within a reasonable time after the Incomplete is assigned as a grade. Part-time faculty must get the chair's approval and signature on the Incomplete Agreement. A copy of the signed Agreement should be kept on file in the main department office. The Incomplete Agreement is available under Forms on the Registrar's home page <http://www.mscd.edu/enroll/registrar>.

Incomplete work denoted by the "I" notation must be completed within one calendar year or earlier, at the discretion of the faculty member and as noted on the Incomplete Agreement. If the incomplete work is not completed within one year, the "I" notation will convert to an "F". Graduating seniors may not graduate with an "I" on their MSCD academic record if:

- the class in which the I was assigned is required for graduation, or
- a D or F assigned for that class would result in an overall GPA less than 2.00.

The "I" notation may not be given for a self-paced class. If a student does not complete a self-paced class within the semester s/he enrolled in the class, s/he must re-enroll in the class in order to complete it. If a student receives an "I" in an online class, the instructor should contact Instructional Technology who will add the student to the online class roster so that the student will be able to logon to the class. This must be done by the instructor each semester the student continues to work on the class. *In order for an I to be changed to a letter grade, the incomplete work must be completed for the class for which the student originally registered. The student should not re-enroll for the same class unless his/her intent is to retake the entire class. In this case, the student will pay tuition and fees.*

#### **NC/Withdrawal (No Credit)**

The No Credit (NC) notation is not a grade. It may indicate withdrawal from the class or class repetition. (The NC should not be confused with a schedule change during the first 12 days of the fall or spring term [8 days for the summer term]. During this period a student may drop a class, and it will not appear on the student's academic record.)

The "NC" notation may be used in self-paced class(es) to indicate that the student has not completed the self-paced class(s) and requires additional time to increase the student's proficiency. In this case, to earn credit the student must re-register for and pay tuition and fees for the class in a subsequent term. Deadlines as described in this section apply.

The following minimal standards shall be required throughout the college and shall be a part of all school, department, and individual faculty policies. The following is for full term classes for fall and spring semesters. Specific NC deadlines for full-term classes for fall, spring and summer semesters are available in MetroConnect under dates and deadlines. Pro-rated deadlines are available from the Office of the Registrar and the Student Accounts office for "part of term" classes. "Part of term" classes are those classes which have start and/or end dates different from those of full-term classes. The "NC" notation is available to students for full term classes in all instances from the 12<sup>th</sup> day of the term through the fourth week of classes for fall and spring semesters. (The period during which students may request an NC without the faculty member's signature will be established for summer, part-of term and weekend class(es) based on percentages of the term.) Deadlines for weekend and "part of term" classes are available from the Office of the Registrar and from the Student Accounts office. The deadline for requesting an NC without faculty approval for full term classes is available in MetroConnect under dates and deadlines for each term. During this period, students may request an NC on the web.

- Students reducing their class load between the beginning of the fifth and the end of the tenth week of full term classes during fall and spring semesters may receive an "NC" notation for each class provided faculty approval is granted and indicated on the request form by the

faculty member's signature or the department chair's signature in the case of the absence of the faculty member who is the instructor of record. NC request forms with the instructor's signature for full term classes are due to the Office of the Registrar by the deadline noted in the under dates and deadlines in MetroConnect for any given term. (Part-of-term NC deadlines are available from the Office of the Registrar or the Office of Student Accounts.)

- Additional restrictions regarding assigning the "NC" notation may be set by each school, department, and/or faculty member for the period between the beginning of the fifth and the end of the tenth week of the semester (or proportional time frame). Such additional restrictions should be included in the instructor's class outline and policies which are distributed to all students on the first day of class.
- Student requests for an "NC" notation in a given class will not be granted after the tenth week of the fall and spring semester or after the published date for summer term for full term classes (or after the part of term deadlines for requesting an NC with the signature of the faculty member) unless the request is approved by the faculty member, the department chair and the dean. The "I" notation may be used during this period, provided the conditions specified in the "I" explanation, above, apply.
- Proportional time frames are applied for part-of-term class(es), weekend class(es), workshops and summer terms. These deadlines are available from the Office of the Registrar or the Office of Student Accounts. Deadlines for full term summer classes are available in MetroConnect under dates and deadlines.
- A written policy statement describing the use of the "NC" notation will be given to each student for each class in which the student enrolls.

Students are expected to attend all sessions of class(es) for which they are registered. Each instructor determines when a student's absences have reached a point at which they jeopardize the student's success in a class. When absences become excessive, the student may receive a failing grade for the class. If attendance is a part of the grading criteria, that policy should be included in the individual faculty member's class policies and outline and distributed to students on the first day of class.

Students who withdraw from a class or class(es) because of the death of an immediate family member, serious illness or medical emergency, or employment changes beyond the control of the student may file a Tuition and Fees Appeal Form through the office of Student Accounts. If the student is incapacitated and unable to contact his/her instructor(s), the student or her/his representative may contact the Office of the Registrar, the academic department chair, or the dean for assistance in contacting the faculty and requesting withdrawal as indicated by the NC notation.

### **NR (Not Reported)**

If no grade was reported by the faculty by the grade submission deadline, the Office of the Registrar will assign the grade notation of NR. Students must see faculty for an explanation or assignment of grade. Late grades must be submitted as soon as possible. Faculty members must observe deadlines for submitting grades because the Registrar posts grades within 24 hours of the grade submission deadline *Students who do not receive a grade or grade notation on their final grade*

*report may be severely impacted. Financial aid, employment status, Veterans status and probation/suspension depend on students receiving all their grades.*

Class(es) taken through inter-institutional registration are normally assigned the “NR” notation – “Not Reported” until grades are received from the cooperating institution and posted to the academic record. The “NR” grade notation will turn into an “NC”.

### **P (Pass)**

The Pass/Fail option encourages students to venture out of their major and minor fields and thereby broaden their educational experience. A student must request the Pass/Fail option no later than the twelfth day of classes for fall and spring, the eighth day of classes for summer or the second day of classes for parts-of-term of any semester (see dates and deadlines in MetroConnect for specific “Pass/Fail deadlines) by contacting the Office of the Registrar and completing the Request for Pass/Fail Option (see Appendix C). Once approved, the request for the Pass/Fail option is irrevocable. A student who requests the option and later is declared ineligible will receive written notification from the Office of the Registrar. Students who have completed at least one MSCD class with at least a 2.00 cumulative GPA may choose to be evaluated for a certain class on a Pass/Fail basis rather than by a letter grade. Major, minor, general studies and other class(es) required for a degree and class(es) for teacher certification may NOT be taken on a Pass/Fail basis. Self-paced class(es) may NOT be taken under the Pass/Fail option. Maximum graduation credit for pass/fail class(es) is 18 credit hours earned in no more than six class(es) and *limited to one class per semester or part-of-term*. Class work must be graded to determine if it is pass or fail. Please consult the *College Catalog* or for more information.

The "pass" grade (P) has no effect on the GPA; the "fail" grade is equivalent to the grade of "F." The “pass” grade (P) is equivalent to the grade of D or better. Pass/fail class(es) are under the same “NC” guidelines and deadlines as other class(es) in the institution which are those established college-wide and those which are established by individual school and department regulation.

The instructor will assign and record the Pass/Fail grade on the final grade list that identifies students electing and eligible for Pass/Fail grading. Some institutions do not accept credit in transfer for class(es) in which a “pass” grade is given. Therefore, students who plan to transfer or take graduate work should determine whether the institution of their choice would accept the credit before registering for class(es) under the Pass/Fail option.

### **S/U (Satisfactory/Unsatisfactory)**

An S (satisfactory) grade, with S meaning that the student has achieved the equivalent of a “C” or better in a class, may be used and awarded for internships, practicum’s, field experience class(es), and workshops at MSCD. The S does not impact the GPA, and full credit is awarded.

The U (unsatisfactory) grade means a grade less than C. The U is computed into the GPA as an F grade and indicates the student has not met acceptable standards of performance for that class. No credit is awarded.

Departments that decide to use the S/U grading system for an existing class should follow the Curriculum Guidelines. (All sections of a course must use the same grading system as indicated on the official course syllabus.)

**SA (Study Abroad)**

This notation is used for class(es) that MSCD students have completed abroad at an international institution. The Office of the Registrar places this notation on the student's academic record upon successful completion of all class work and necessary paperwork that is received from the international institution. The SA notation is equal to the grade of "C" but will have no effect on a student's MSCD GPA.

**SN (Study Abroad – No Credit)**

This notation is used for class(es) that MSCD students have attempted while studying abroad at an international institution but have not completed successfully. MSCD will not give credit for class(es) for which the student withdrew, received an incomplete, or in which the student received a grade or grade equivalent below a "C". Because study abroad credit is transfer credit, this notation will have no effect on the student's GPA at MSCD.

**SE/UE (Satisfactory in Education/Unsatisfactory in Education)**

The Teacher Education Department may choose to change their grading policy from the assignment of S/U grades to an SE/UE designation. Courses that use this grade notation include: ECE 4390, EDS 4290, EDU 4190, EDU 4590, SED 4190, and SED 4500. The SE designation indicates a "B" or better was achieved but will have no affect on a student's GPA. Full credit is awarded. The UE designation is used to indicate that the student has not met acceptable standards of performance for the class and will be computed into the GPA as a grade of "F." No credit is awarded for the UE designation.

## ✦ OTHER GRADING/ENROLLMENT POLICIES

### **Auditing**

The Audit Approval Form and the Audit Procedures can be found at on the Registrar's homepage at <http://www.mscd.edu/enroll/registrar> under Forms. Each academic department should have copies of this information. Any individual who wishes to audit a class neither submits an application for admission nor officially registers for the class. The individual does not receive a grade and there is no academic record created. The individual does pay audit costs based on the in-state per credit hour tuition cost (no fees) for the current year as found in the web class schedule on MetroConnect under Tuition and Fees.

*Metro-Meritus Program* - There is no charge to persons aged 60 and older who wish to audit class(es) on a space available basis through the Metro-Meritus Program. Metro-Meritus is designed to give special encouragement and assistance to older citizens to pursue their personal educational growth. Metro Meritus students will present a form for the class instructor to sign. That form is kept on file in the Center for Individualized Learning. For additional information, please contact the Center for Individualized Learning, 303 556-8342 or visit Central Classroom Building, room 106.

### **MSCD/UCDHSC Common Pool**

Fall semester 1980 began a common registration and grade reporting system between MSCD and UCDHSC along with a common listing of pooled class(es). The common pool is a listing of classes in Letters, Arts and Sciences at MSCD, and Liberal Arts and Sciences at UCDHSC. The pool also includes economics, technical communication, and physical education classes.

A separate grade list is generated for UCDHSC students registered for MSCD classes and distributed to faculty through the academic dean's office. Only those grade options from UCDHSC are computer-printed on the Final Grade List. Only those grade options printed for each student may be reported (MSCD and UCDHSC grade lists are returned to MSCD's Office of the Registrar. Do not send UCDHSC grade lists to UCDHSC, as special arrangements have been made to accommodate the posting of grades.) Each MSCD class in the common pool has 10% of the seats reserved for UCDHSC students. Faculty must be aware of this arrangement in preparing the class outline and policies and other materials.

### **Permanent "F"**

A permanent "F" is associated with academic dishonesty. (Please refer to the current *Student Handbook* for complete information on the various forms of academic dishonesty and the specific procedures that must be followed.) However, for purposes of clarification in this document, the following points are emphasized:

- The faculty member shall report incidents of academic dishonesty within 15 working days of the faculty member's knowledge of the incident of academic dishonesty by notifying the student, the department chair, and the judicial officer responsible for the administration of the College judicial system.

- In addition to institutional sanctions, a failing class grade assigned as a result of academic dishonesty is considered a permanent “F” and is not subject to the College’s Last Grade Stands Policy unless it is altered pursuant to the College grade appeal procedure.
- The faculty member must notify the Registrar in writing that a permanent “F” is being assigned due to academic dishonesty with copies to the student, Judicial Officer and department chair no later than the date grades are due for that term.

### **Repeated Class(es) at MSCD (Last Grade Stands)**

A student may repeat any course taken at Metropolitan State College of Denver regardless of the original grade earned. Only the credit and the grade for the last attempt of the course will remain on the student’s official academic record. The grade (s) for all prior attempts will be changed to the “NC” notation unless a permanent F has been assigned. Repeated courses must carry the same title, course number and semester hours. The student must re-register and pay the full tuition for the class in question, complete the class earning a letter grade, and complete the Last Grade Stands form available at the Registrar’s home page at <http://www.mscd.edu/enroll/registrar> under Forms. Otherwise, the grade change will be made administratively at the time of degree evaluation. Credit duplication involving transfer, interinstitutional, or state college system courses may be treated differently from the above procedures (see number 4 below). **A FAILING COURSE GRADE ASSIGNED AS A RESULT OF ACADEMIC DISHONESTY IS CONSIDERED A PERMANENT “F” AND CANNOT BE CONSIDERED UNDER THIS POLICY.** A student may not repeat a course and request “last grade stands” after the completion of an MSCD degree which includes the course in question. Specifically:

1. In all cases *except for grades assigned for academic dishonesty* the grades of all but the last entry of the particular class will be changed to an “NC” (no credit, withdrawal) notation. The NC notation does not affect the credit total and GPA.
2. The determination of class equivalency will be made by the Office of the Registrar in consultation with the academic department and the Office of the Provost and Academic Affairs.
3. If the student does not request that the previous grade(s) of a class be changed to an “NC” after the class is repeated, the changes will be made at the time of graduation evaluation. The Last Grade Stands Policy cannot be used after the student graduates from the College for class(es) taken prior to the date the degree is awarded.
4. Students who have earned a degree at MSCD and subsequently take additional class(es) towards a second degree may use last grade stands for class(es) for which the original enrollment is after the first degree is awarded.
5. The same policy is applied when a class taken at another institution and transferred to MSCD is later repeated at MSCD. The transferred credit is then revoked.
6. An exception to this policy occurs when a student takes a class at MSCD, then repeats the class at another institution and returns to or is still in attendance at MSCD. In this case, since the class is not repeated on the MSCD records, the MSCD class will not be changed to an “NC”, but rather, the transfer credit will be disallowed.
7. The Last Grade Stands policy applies only to MSCD class(es). Class(es) taken under the Inter-institutional/Consortium or “pooled” programs do not qualify for consideration under this policy. However, this policy does apply to a UCDHSC class if completed and repeated by an MSCD student through the MSCD/UCDHSC pooled program.

8. Class(es) repeated prior to the Summer Quarter of 1971 are not affected by this Last Grade Stands policy. A grade in a class taken prior to the Summer Quarter, 1971 and repeated after Summer, 1971 may be changed to an “NC” notation with the use of the Grade Change Exception form.

### **Self-Paced Class(es)**

The symbol "SP" after a class title identifies class(es) designed to allow maximum freedom and time for completing the requirements of the class. The normal grading system applies when the class work is completed. However, students may NOT receive pass/fail grading in a self-paced class. An “NC” must be awarded if class work is not completed during the semester. "I" notations may NOT be awarded in a self-paced class. The “NC” symbol given in a self-paced class may NOT be changed to a letter grade upon completion of class work. If students wish to complete the SP class, they must register for the class again. As stated earlier, the student must register and pay full tuition for a self-paced class not completed in one semester.

### **Wait Lists**

The wait list is an official list of students waiting for an opening in a class. Students are absorbed in order when a seat becomes available in the class; however, there is no guarantee that all students will be absorbed. Decisions to absorb students are made by the department chair and dean only. Students are identified as being on the waitlist on the class lists by the notation “WL”, or if you access the class list form, SFASLST, in the BANNER computer system, the notation “WL” will also appear next to the student’s name in the “status” column. The Office of the Registrar (see page 4) distributes class lists. Wait lists are absorbed continuously during the registration process. The last day for a student to place their name on a wait list is usually a week after the term begins. The final wait list absorption or cancellation occurs approximately eight days after the term begins. **Students must check daily to determine if they have been absorbed into the class.** Students must drop a waitlisted class as any other class if the intention is not to attend. Please refer to the web class schedule on MetroConnect each semester for specific wait list dates and information.

## Credit (Other than MSCD Classroom Credit) on a Student's Transcript

**Advanced Placement (AP):** Students may receive credit for high school Advanced Placement Examinations. MSCD class(es) for which a student receives credit are indicated without a grade. See the *College Catalog* for details.

**Basic Skills Class(es):** Although MSCD, by state statute, may not offer Basic Skills class work, a Memorandum of Understanding has been made with the Community College of Denver to offer Basic Skills class work to MSCD students who would benefit from additional class preparation, as determined by scores they receive on the MSCD assessment tests, in the areas of English (EGL), mathematics (MAT), reading (REA), and a special computer lab called Enhanced Learning Supplement (AAA) which a student must enroll for each semester that they enroll for any Basic Skills class at CCD. MSCD students can enroll at CCD for class(es) in these areas. The grades that are posted on their MSCD academic record are noted with a pound sign (A<sup>#</sup>, B<sup>#</sup>, etc.). These class(es) neither count in the student's GPA nor do they count towards graduation requirements. These class(es) do count towards receiving financial aid benefits.

**College Level Examination Program (CL):** CLEP is a national examination program. Specific subject areas in which students receive semester-hour credit are designated without a grade on the student's permanent record and therefore, are not computed into the student's cumulative GPA. Examinations may be taken at the Community College of Denver or any other official CLEP testing center. A list of CLEP examinations acceptable at MSCD and the score level required for the award of credit as well as the policies which govern the award of credit are published in the MSCD Catalog. Advising for students interested in this option is available from the Center for Individualized Learning (CN 106, 303-556-8342.)

**Departmental Credit by Examination (EX):** Students may challenge up to 30 semester hours of class work through departmental examinations. Since only class credit is awarded and the credit is recorded on the student's permanent record with no letter grade, the GPA is not affected. If the student is currently enrolled in a class for which the challenged class is a prerequisite, the examination must be completed within the first three weeks of the semester unless approved by the Board on Academic Standards (BASE). Students may not challenge class(es) if they have completed a class for which the challenged class is a prerequisite unless approved by BASE. If the student has been enrolled in the challenged class, and does not drop the class by the deadline required so it does not appear on the permanent record, approval from BASE is also required. Departmental credit by examination policies are published in the MSCD Catalog. Questions may be addressed to the Center for Individualized Learning (CIL). Departments may have additional specific policies. Applications for departmental credit by examination are available from the Center for Individualized Learning (CN 106, 303-556-8342).

**Inter-institutional:** This program allows MSCD students to register for class(es) at participating local community colleges. The college abbreviation will usually appear in the class title or as the class subject code. However, the subject code and class number of the other college will sometimes appear instead in the class title. The credit and grade for the class count in the MSCD totals. Students should consult with the Office of the Registrar for the procedures to be followed.

**International Baccalaureate:** Transfer credit may be granted to students who have been awarded an International Baccalaureate (IB) diploma or taken IB subjects. IB subjects are designated HIGHER or SUBSIDIARY and are graded on a scale of 1-7. MSCD will award credit for all subjects with a grade of 4 or above if the International Baccalaureate diploma has been awarded. If the diploma has not been awarded and the student took IB subjects, only those subjects designated as HIGHER will be evaluated for credit.

**Nursing Examinations:** Credit for NLN examinations or Excelsior College examinations may appear for students with a nursing major.

**Portfolio Assessment (PL):** Credit may be awarded by faculty through portfolio assessment for learning gained from experience not sponsored by the college Specific class(es) for which students receive semester-hour credit are designated without a grade. Additional information and policies are available from the Center for Individualized Learning.

### **State Guaranteed General Education Courses**

Certain of MSCD's General Studies courses are approved as state guaranteed general education courses. This designation means that the course is transferable to general education or to electives at all Colorado public institutions and all undergraduate degree programs. General Studies courses not identified as guaranteed state transfer are also eligible for transfer to other institutions of higher education. Even if a state guaranteed course is selected, students need to select their General Studies courses with care. There is a Colorado core framework that restricts the number of state guaranteed courses that can be taken and applied to general education. In addition, certain statewide articulation agreements require specific General Studies courses. The six credits of composition, ENG 1010 and ENG 1020, will be acceptable anywhere in the state. With the exception of the sciences, students are advised to take only one state guaranteed course in each category below to maximize applicability for general education at another institution. For details go to <http://www.state.co.us/cche/gened/> State guaranteed general education courses are designated with a GT for Guaranteed Transfer. The rest of the code indicates the part of the core to which the course applies.

- GT-AH1 Arts and Expression
- GT-AH2 Literature and Humanities
- GT-AH3 Ways of Thinking
- GT-AH4 Foreign Languages
- GT-CO1 Introductory Writing
- GT-CO2 Intermediate Writing
- GT-HI1 History
- GT-MA1 Mathematics
- GT-SC1 Natural and Physical and Sciences, with Laboratory
- GT-SC2 Natural and Physical and Sciences, without Laboratory
- GT-SS1 Economic or Political Systems
- GT-SS2 Geography
- GT-SS3 Human Behavior, Culture or Social Systems

**Transfer Credit:** The name of the institution from which a student transferred credit appears on the student's academic record with the dates of attendance. Final credits are converted to semester

hours. Credit awarded through the evaluation of military and other non-accredited training on the basis of published guides from the American Council on Education is considered transfer credit.

## **STUDENT GRADE APPEAL PROCEDURE**

Grade Appeal Policies and Procedures are published in the Student Handbook which can be found at <http://handbook.mscd.edu/index2.html>

THE METROPOLITAN STATE COLLEGE *of* DENVER  
Office of the Registrar

**GRADE CHANGE EXCEPTION FORM**

**Instructions for faculty:**

1. The appropriate faculty person must personally process this form.
2. The grade change exceptions must be recorded in the grade change logbook and on the original grade sheet when the instructor changes the grade in the Office of the Registrar, CN105.
3. Consult the MSCD Grading Policy and Procedure manual to determine under what conditions a grade/notation may be changed and by whom.
4. The faculty person must obtain all signatures in sequential order.
5. This form is also required for any person not being the instructor of record filling in a grade (e.g., Chair, Dean).

**SECTION 1**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

**Student's Current Address and Telephone Number**

Term/Year	CRN Or CALL#	DEPT	COURSE #	CREDIT	OLD GRADE/ NOTATION	NEW GRADE/ NOTATION

**SECTION 2**

Reason for Change \_\_\_\_\_

**SECTION 3**

1. \_\_\_\_\_ Date \_\_\_\_\_ 2. \_\_\_\_\_ Date \_\_\_\_\_  
Faculty member Department Chair

3. \_\_\_\_\_ Date \_\_\_\_\_  
Dean

**The Dean's Office Staff will hand-deliver  
to the Registrar's Office, CN 105  
DO NOT SEND IN CAMPUS MAIL**

**SECTION 4 – For Office Use Only**

Received Veteran's Aid? YES ( ) NO ( )

Grade Change Date \_\_\_\_\_ By \_\_\_\_\_

**THE METROPOLITAN STATE COLLEGE *of* DENVER**  
**Office of the Registrar**

**Grade Assignment for Correspondence Classes**

(For use when replacing an original Continuing Correspondence (CC) grade notation with a letter grade)

**Instructions for faculty:**

1. The instructor of record must complete this form.
2. Consult the MSCD Grading Policies and Procedures manual to determine under what conditions a grade/notation may be changed and by whom.
3. Please send completed form to:  
Metro North  
11990 Grant St. #102  
Northglenn, CO 80233

Call if questions: (303) 450-5111

**Section I**

**Student Name** \_\_\_\_\_ **Student ID** 900 - \_\_\_\_\_ - \_\_\_\_\_

**Semester/Year of student's original class enrollment** \_\_\_\_\_ / \_\_\_\_\_

CRN	DEPT	COURSE #	CREDIT	GRADE ASSIGNED

**Section II**

**The above grade is assigned based on the completion of this correspondence class.**

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Date**

**Correspondence course staff: Please ensure that the completed form is submitted to the Registrar's Office, CN 105, Campus Box 84.**

THE METROPOLITAN STATE COLLEGE *of* DENVER  
Office of the Registrar

**OFFICIAL GRADE CHANGE LOG**

**THE INSTRUCTOR IS RESPONSIBLE FOR COMPLETING EACH COLUMN BEFORE THE GRADE CHANGE WILL BE MADE TO THE STUDENT'S RECORD.**  
Please use **BLACK INK** TERMS: Fall = 1 Spring = 3 Summer = 4

Today's Date	Student Number	Print Student Name (LAST, FIRST, MI.)	CALL# Or CRN	Y E A R	T E R M	DEPT/NUM.	GRADE		INSTRUCTOR'S SIGNATURE	OFFICE USE		
							O L D	N E W		DATE ENT	N O F	L O G
6/30/2009	XXXXXXXX	XXXXXXXX XXXXXXXX	XXXXX	XXXX	X	XXX XXXX	X	X	XXXXXXXXXXXXXXXXXXXXX			

SAMPLE ONLY  
SAMPLE ONLY  
SAMPLE ONLY  
SAMPLE ONLY  
SAMPLE ONLY

**METROPOLITAN STATE COLLEGE OF DENVER**  
**INCOMPLETE AGREEMENT**

The Incomplete (I) notation may be assigned when a student, who was achieving satisfactory progress in a class and who had completed seventy-five percent (75%) of their course work, is unable to take the final examination and/or did not complete all class assignments due to unusual circumstances such as hospitalization. Incomplete work must be completed within one calendar year or earlier, at the discretion of the faculty member. However, if the incomplete work is not completed within one year, the "I" notation will convert to an "F." The student **should not re-enroll** for the course.

Student Name \_\_\_\_\_ Student ID: 900 - \_\_\_\_\_ - \_\_\_\_\_

Telephone: \_\_\_\_\_ Metro State Email: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Metro State Email: \_\_\_\_\_

Course: \_\_\_\_\_ Semester/CRN: \_\_\_\_\_

Faculty: Please list all assignments that were completed and the grade assigned:\* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Faculty: Please specific Assignments to be completed (include due dates): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Final date work will be accepted: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Online classes:** The **faculty of record** must contact the Center for Academic Technology to request that the student be added to the online class roster (this is different than registering a student) so that the student will be able to login to the class. This must be done by the instructor each semester the student continues to work in the class.

**\*Attach a copy of the section of the syllabus that explains the grading criteria for the class.**

Copies to: Student/Faculty/Department

***NOTES***.....