

MSU Grading Policies

03.26.20

Policy	Summary	Eligible Students	The Instructor Submits	Transcript Shows
Numerical system (the default approach)	0.0-4.0	This is the default policy for grad and undergrad students at MSU	A number grade: 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.0	The number grade assigned by the instructor
Satisfactory/ Not Satisfactory	Student can select transcript to show “S” or “NS” May 6- May 20; instructor will not know student decision; option only available during spring 2020	All undergrad & grad students in College of Ed (not all grad/ prof students across MSU)	A number grade: 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.0 Registrar converts from number grade to S/NS	S if 1.0 or above (undergrad), 2.0 or above (grad) NS if below 1.0 (undergrad), below 2.0 (grad)
Incomplete Registrar policy Ombuds explanation	For students who have completed 12 weeks of the semester, are passing, and can complete the course without repeating it; deadline usually middle of next semester on campus (less for graduating seniors); instructor must agree	Undergrad & grad students	Agreement for Completion of I-Incomplete form (documenting work to be done & deadlines)	I at first; then I/O/O if not completed, I/NC, or I/N depending on the grading system under which the student was enrolled
Deferred grade Registrar policy Ombuds explanation	For graduate students who are passing the course; up to 6 month extension to complete course requirements; instructor must agree; turns into “U” (unfinished if not completed); n/a to thesis or dissertation work	Graduate students only	DF grade when grades are submitted; number grade replaces DF when completed	DF at first; then DF alongside number grade if completed or DF alongside U if unfinished
Withdrawal	Student drops individual course in second half of semester, usually serious personal illness or other individual catastrophic event	Undergrad & grad students	Nothing; advising office/ deans office processes the withdrawal	W if passing at time of withdrawal; if failing, a 0.0 (or N in a P-N graded course) will be assigned
Pass/No Grade	A course can be created as a pass/ no grade course (no number grades) when approved in academic governance	Undergrad & grad students in a pass/ no grade course	P or N	P if 1.0 or above N (for no grade) if below 1.0
Credit/No Credit	A student elects to take a course credit/ no credit by the fifth day of the semester	Undergrad & grad students	A number grade: 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.0 Registrar converts from number grade to CR/ NC	CR if 2.0 or above (undergrad) or 3.0 or above (grad) NC if below 2.0 (undergrad) or below 3.0 (grad)
No Grade Reported	Emergency circumstances prevent the instructor from filing grades on time	Undergrad & grad students		NGR at first; then NGR is replaced with number grade