

GRADES

Grading System

The following represents the grading system used by the university and the basis upon which quality points are earned. The grade point average (GPA) may be determined by dividing the quality points earned by the GPA hours. The GPA is not rounded. The GPA is truncated to two places past the decimal for reporting purposes.

Letter	GPA
A	Four Quality Points Per Hour (90-100)
B	Three Quality Points Per Hour (80-89)
C	Two Quality Points Per Hour (70-79)
D	One Quality Points Per Hour (60-69). This grade will not be assigned for EH 101, 102, 103, 104, 105, and 106; MS 100; SSC 103, 104, 110, and 130.
NC	No Credits (0-69). This grade assigned only in EH 101, 102, 103, 104, 105, 106, 115, 116, and 490; IHP 310, 398, and 400; MS 100 and 107; RT 299 and 441; SSC 100, 101, 103, 104, 106, 108, 110, 130, 211, and 212.
F	No Quality Points (0-59). Failing grades may not be removed from the academic record. This grade will not be assigned for EH 101, 102, 103, 104, 105, 106, 115, 116, and 490; IHP 310, 398, and 400; MS 100 and 107; RT 299 and 441; SSC 100, 101, 103, 104, 106, 108, 110, 130, 211, and 212. The grade of F on a pass or fail course is computed as a regular F grade.
P	Passing. Grade given for selected courses as specified in the course descriptions in this catalog. The grade of P does not affect the GPA.
W	Withdrawn or Dropped Class, non-punitive
WF	Withdrawn Failing (counts as an F) (Last term used Summer 2020)
WP	Withdrawn Passing, non-punitive (Last term used Summer 2020)
X	Audit – no credit.
I	Incomplete – non-punitive.

The grade of "D" is considered passing. However, a "D" grade will not be allowed to count toward fulfilling required courses in the major, minor, and teaching field.

Transferred courses are accepted according to the letter grade sent by the issuing institution regardless of numerical scale on which the letter grade was based.

Incomplete Grade Completion and Incomplete Extension Policies

Assigning the grade: The grade of "Incomplete" or "I" may be assigned by an instructor if extraordinary circumstances prevent a student from completing course requirements, and only if the student is passing the course after the last day to withdraw from the current term. The "I" grade does not immediately affect a student's grade point average.

Completing the course requirements: The student is responsible for submitting the "Incomplete Grade Completion Plan" form after discussing the completion plans with the instructor. Coursework must be completed within the next major (fall or spring) semester. Grades of "I" will roll to "F" on the day grades are due in each term. Students should not register for the course again. Once the student has completed all course requirements, the instructor submits a grade change to the Registrar's Office. The Registrar then notifies the student of the grade change. Failure to complete course requirements within the established time frame will result in a grade of "F" being assigned.

Requesting extensions: The student must submit an "Incomplete Grade Extension Request" form to extend the time to complete the requirements within the following term. All incomplete grade extensions forms must be submitted to the Registrar prior to the last day of finals in the fall and spring semesters. The instructor and Department Head (and Graduate Studies Dean, if senior privilege or faster master's) must approve the extension before the Registrar processes the request. If at any time during the process, as detailed above, the instructor is not available, the appropriate department head and/or academic dean will represent the instructor's interest.

Incompletes and Graduation: All incomplete grade extensions for all courses, including those not required, must be completed prior to the degree being awarded. Otherwise, the grade of "I" will be converted to "F" in order for the degree GPA to be calculated.

Replacement Course Policy

Students may improve their GPA by repeating courses at JSU. Only the higher grade will be counted in the institutional GPA. All attempts made at JSU will remain on the academic transcript. If students are on financial aid, they must follow federal regulations for repeated coursework. It should be noted that some programs have higher requirements for assessment into, continuation in, and graduation from the program. Therefore, the replacement course flexibility may not apply to all degree programs. Additionally, student athletes will be governed by the NCAA eligibility guidelines. This policy is effective beginning with the Spring 2017 term.

Duplication of Courses

Credits toward graduation for any course, or part of a course, will not be granted twice. Only the highest grade will be counted in the institutional¹ GPA and earned hours. If a student transfers in repeated coursework from their institutions, the highest grade will be the only course grade initially evaluated. Any transfer course evaluated after the initial evaluation, in which that course has been repeated, will transfer but will not be included in the transfer GPA or hours earned. Select Jacksonville State University course numbers may be taken more than one time for credit. Any course number which may be earned for credit more than one time will be noted in the course description of the University Catalog along with the maximum times the course may be utilized for credit without being considered a duplication of credit.

¹ Institutional GPA is calculated from course credits earned **only** at JSU. Institutional GPA will be used to determine program GPA requirements, honors designation, and university graduation requirements.

Midterm/Final Grades

At midterm, grades can be viewed on MyJaxState. Midterm grades are reported for fall and spring semesters only. Check the academic calendar for dates.

Final grades can be viewed through MyJaxState. Final grades are also viewable permanently on the transcript.

Final Grade Change

Final grades may not be changed after they have been officially submitted to the Registrar's office. Exceptions include incomplete grades (I) or in the case of miscalculation or miscommunication of the grade by the instructor. In these cases, grade changes are made online by the instructor and should be completed by midterm of the subsequent fall or spring semester.