

Valid Grades for Graduate and Undergraduate courses:

1. **W** (Withdrawal): Elected by student – **cannot be assigned by instructor.**
2. **AU** (Audit): Elected by student. No credit is awarded and final examinations are not required.
3. **S/U** (Satisfactory/ Unsatisfactory): Used for the pass-fail option or non-quality point course work. S/U grades are not included in the GPA but credit hours are earned for satisfactory work.
4. **I (Incomplete):** Approved petitions must be submitted to the Registrar's Office for Undergraduate Courses and the Graduate Studies Office for Graduate Courses when Final Grades are due. If the student was unable to complete the required course work, "I" grades are assigned only after serious discussion with the student and mutual agreement between professor and student, indicated by the signed petition.

NAZARETH COLLEGE OF ROCHESTER-GRADING POLICY (4.0 SYSTEM)

Student achievement is reported according to letter grades. Quality of work by each letter grade is as follows:

Valid Grades

GRADUATE COURSES - Instructor Assigned Grades:

A	(4.0)	Distinguished Work
A-	(3.7)	
B+	(3.3)	Quality expected at Graduate Level
B	(3.0)	
B-	(2.7)	Below average at Graduate Level
C+	(2.3)	
C	(2.0)	
F	(0.0)	Failing Work
S		Satisfactory Work
U		Unsatisfactory Work

UNDERGRADUATE COURSES - Instructor Assigned Grades:

A	(4.0)	Superior work. Usually indicates exceptional ability and application.
A-	(3.7)	
B+	(3.3)	
B	(3.0)	Better than average work. Usually indicates above average application and ability.
B-	(2.7)	
C+	(2.3)	
C	(2.0)	Average work. Usually indicates average ability and application.
C-	(1.7)	
D+	(1.3)	
D	(1.0)	Passing work, below average but acceptable. Not transferable to other schools. Usually indicates below average ability or application.
D-	(0.7)	
F	(0.0)	Failing work, below average and unacceptable.
S		Satisfactory Work
U		Unsatisfactory Work

POSTING GRADES

To comply with the FERPA law, do not post final grades on your door, except under the following conditions:

1. Scramble/mix the student I.D. number via a PC or manual procedure, and then post grades randomly.
2. Assign an arbitrary integer to each exam booklet or answer sheet and tell students that this number is their grade reference number.

Or Instead of posting, encourage students to go to NazNet to view grades if they want grades prior to the official mailing.