

# GRADES, GRADING SYSTEM, AND GRADE CHANGES

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The scale below is used to define letter grades as well as the grade points assigned. The scores or points required in a course to earn a particular letter grade are determined by the instructor. An instructor has the option of affixing a minus to the grade of A, a plus or a minus to the grades of B and C, and a plus to the grade of D. A plus increases the number of grade points awarded by 0.3, and a minus decreases the number of grade points awarded by 0.3. All grades are considered final and are not subject to change except for errors in calculation, or as a result of a formal grade appeal process. The grade of I or IN is resolved to a grade when work is completed or the incomplete extension deadline has been reached.

Coursework is evaluated on the following scale:

Grade	Definition	Grade Points
A	Exceptional	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Minimally Acceptable	1.0
F	Failing	0.0
AU	Audit	NA
CR	Credit	NA
I	Incomplete (courses with letter grades)	NA
IN	Incomplete (courses graded S/U)	NA
IP	In Process	NA
N	No Grading	NA
NR	Not Reported	NA
S	Satisfactory	NA
U	Unsatisfactory	NA
W	Withdrawal	NA
WZ	Audit Withdrawal	NA

## Non-credit bearing grades

- **Grade of AU:**
  - The grade AU is given when a course is audited.
  - Auditing at Bethel is defined as observation in the classroom setting.
  - Anyone wishing to audit a course must secure the consent of the instructor.
- **Grade of I or IN:** An incomplete grade (I or IN) may be assigned when a student is unable to complete course requirements by the end of the term due to extenuating circumstances beyond the student's control; it will not be granted to those who are simply behind in their assignments. Students must request and receive approval for the incomplete from the instructor before the last

## Grades, Grading System, and Grade Changes 2

day of class. The majority of the coursework must have been completed; the remaining work must be of the kind that can be done through independent effort. Unless the grade of I or IN is removed by the deadline designated by the instructor, the student will be graded for the course using the default grade designated by the instructor. This deadline may be no later than the end of the eighth week of classes of the next semester.

- **Special Cases:**
  - Active Military Duty Students: See Military Service Policy (<https://docs.google.com/document/d/1b-Q10I03gytjHt4KC401TJYHb7RoeK/edit>)
  - Graduate Level: Incompletes in capstones, clinical experiences, dissertations, and theses may be handled differently. See "Extensions for Thesis/Capstone/Dissertation Courses" for more details. Incompletes in internships and practica are handled differently. See "Internships."
- **Grade of S/U:** The S/U (satisfactory/unsatisfactory) grade mode is used in designated courses as noted in the course description. Other courses are graded based on an A–F basis unless the S/U option is indicated in the catalog.
  - The S grade indicates achievement equivalent to at least a grade of C.
  - Some graduate courses allow for either an A–F or S/U grade. This option is also indicated in the catalog course description. In these courses, a student may change from A–F grading to S/U, with instructor approval, within the first two weeks of class.
- **Grade of W:** The grade W is given to a student who officially withdraws from a course by the withdrawal deadline, which is approximately 60% of the total course length. After the withdrawal deadline, students will receive the grade they have earned. Grades of W do not affect the Grade Point Average (GPA) but could have financial aid implications.
- **Grades of IP, N, and NR:** The grades of IP (In Progress), N (Not Graded) and NR (Not Reported) are generated for administrative use only. These grades are not counted in the GPA.
- *Note:* For information regarding GPA Calculation and Repeat courses, please see the GPA (Grade Point Average) Calculation and Definition Policy.

## Grades for Music Lessons, Performance, and Artistic Experiences

Grading of private music lessons, performance groups, and artistic experiences (in all departments) will be graded as follows:

- Courses taken for credit will be assigned letter grades
- Courses with zero credit will be graded on an S/U basis.

## Grade Changes

**Valid Reasons for a Grade Change:**

- Clerical and calculation error
- Resolution of an approved grade appeal
- Completion of work for an incomplete grade

Grade changes may be submitted by the instructor to rectify an error in the grading process or if an incomplete grade needs to be changed to the grade earned by the student. See Incomplete Grade (<https://catalog.bethel.edu/academic-information/academic-policies/incompletes/>) policy for specific information about incomplete grades.