

**LP 3.16****Effective:**
6/20/2023**Revised:**
6/10/2026**Policy Owner:**
Board of Trustees**Policy Administrator:**
Provost**Affected Parties:**
Faculty, Students**Table of Contents:**

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Academic Grading System

1 Purpose

Lander University maintains a standardized academic grading system to ensure consistency, transparency, and fairness in the evaluation of student academic performance across all courses and academic programs. This policy establishes the official grading symbols, associated quality point values, and the methodology for calculating grade point averages (GPA), providing a uniform framework that supports accurate academic record-keeping, informs decisions related to academic standing and financial aid eligibility, and satisfies federal reporting requirements including Title IV Return of Title IV Funds (R2T4) regulations. While faculty retain discretion in applying grading criteria within individual courses, this policy ensures that all grades assigned are recorded and interpreted consistently across the institution, thereby supporting institutional integrity, student advising, and compliance with applicable state and federal regulations.

2 Grading System Summary Table

Grade	Description	Quality Points
A	Excellent	4.0
B+	Very good	3.5
B	Good	3.0
C+	Above average	2.5
C	Average	2.0
D+	Below average	1.5
D	Poor	1.0
F	Failure	0.0
FA	Failure due to excessive absences	0.0

3 Grading System Symbols, Credits, and Quality Points

At Lander University, academic credit will be granted only for courses in which a student earns a grade of A, B+, B, C+, C, D+, or D, and for the grade of P, as explained below. Symbols used in the grading system and their meanings are as follows:

3.1 **“A” = Excellent**

Achievement of distinction. Four quality points are assigned per credit hour.

3.2 **“B+” = Very Good**

Achievement well above what is required for graduation. Three and a half quality points are given per credit hour.

3.3 **“B” = Good**

Achievement above that is required for graduation. Three quality points are given per credit hour.

3.4 **“C+” = Above Average**

Slightly above average achievement. Two and a half quality points are given per credit hour.

3.5 **“C” = Average**

Average achievement. Two quality points are given per credit hour.

3.6 **“D+” = Below Average**

Achievement slightly below what is required for graduation. One and a half quality points are given per credit hour.

3.7 **“D” = Poor**

Achievement at a level below that is required for graduation. One quality point is given per credit hour.

3.8 **“P” = Passing**

Satisfactory achievement in a course, with no grade point average (GPA) hours earned. No quality points.

3.9 **“F” = Failure**

Unsatisfactory achievement. No quality points are given in the calculation of the GPA. This grade is assigned to a student who attended and/or academically participated in the course through the end of the term, but who failed to meet the minimum requirements for passing.

3.10 **“FA” = Failure due to excessive absences**

No quality points are given, and the grade is included in the calculation of the GPA. This grade is assigned to a student who attended the course at least once, but who ceased attending and academically participating in the course before the end of the term, and where the basis for the failing grade is attendance rather than academic

performance. Students receiving this grade are considered to have stopped academically participating in the course and are therefore regarded as having officially withdrawn. Instructors assigning this grade must provide, on the final grade roster, the most recent date on which the student last engaged in academically-related activity in the course (per 34 CFR § 668.22).ⁱ

3.11 “AU” = Audit

Indicates status as auditor. No credit is earned by auditing a course and no grade or quality points are recorded for an audited course by examination or otherwise.

3.12 “W” = Withdrew

Withdrawal from the course.

3.13 “I” = Incomplete

An Incomplete grade is assigned at the discretion of the instructor when, in the instructor’s judgment, a student who has a passing grade in the course or a reasonable prospect of earning a passing grade is unable to complete some limited portion of the assigned work in the course (e.g., final project, final exam) because of an extenuating circumstance (e.g., extended illness, accident, unavoidable work-related responsibility, family hardship).

3.13.1 An Incomplete is not intended to provide a student with additional time to complete course assignments unless there is some indication that the extenuating circumstance prevented the student from completing course assignments on time.

3.13.2 By arrangement with the instructor, a student assigned an Incomplete grade will have up to six months from the last day of examinations for the semester in which to complete the required course work before a permanent grade is recorded. Within two weeks of assigning a grade of Incomplete, the instructor will prepare an “Incomplete Grade Form” that specifies the assignments that must be submitted and the deadline for receipt of each assignment. The student will sign the form indicating acknowledgment of the requirements. The instructor will send a copy of the form to the student and place a copy on file with the Registrar’s Office. If the instructor does not complete a grade change request by the end of the six-month period, the grade of Incomplete will automatically be changed to a grade of “F.”

3.13.3 Re-enrollment in the course will not make up an Incomplete grade. It is the responsibility of the student to ensure that all arrangements for removal of the Incomplete have been made and that all required course assignments have been completed and submitted by the deadline established by the instructor.

3.14 “XR” = A placeholder notation applied by the Registrar’s Office at the end of the term when a grade has not been submitted by the instructor.

- 3.15 “XS” = A placeholder notation applied as a final grade for Study Abroad courses upon receipt of an official transcript. No quality points are recorded.

4 Grade Point Average Calculation

- 4.1 Grade points in any course are computed by multiplying the number of hours of credit assigned to the course by the number of quality points associated with the grade assigned in that course according to the Grading System Summary Table in Section 1 of this policy.
- 4.2 The GPA is determined by dividing the total number of institutional grade points earned by the total number of institutional credit hours for courses successfully completed.

5 Course-level Discretion

- 5.1 Faculty have autonomy over how the grading scale is set and applied in each of their courses.

6 Policy Revision History

- Academic Grading System revised and approved the Faculty Senate and Full Faculty in the spring of 2023 to offer three additional grades, B+, C+, and D+, with quality points worth 3.5, 2.5, and 1.5, respectively.
- Provisional policy brought to Board of Trustees Policy Committee for consideration on 5/3/2023. Policy Committee chair, in consultation with the Office of Academic Affairs and the Board of Trustees Academic Affairs Committee chair, agreed to bring the provisional policy to the Board of Trustees for approval at the next scheduled board meeting through the Academic Affairs Committee as a unit-level policy.
- Formatted and indexed proposed policy change document into stand-alone unit-level policy by the Policy Coordinator on 5/31/2023.
- Submitted reformatted policy for second review by the Provost on 5/31/2023.
- Submitted policy for second review by Policy Committee chair on 6/7/2023.
- Approved by Provost and Registrar on 6/13/2023.
- Approved by the Lander University Board of Trustees on 6/20/2023.
- Revised by the Director of Financial Aid, the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Enrollment and Access Management and the Registrar on 6/10/2026.
- Reviewed by the Board of Trustees Policy Committee on 8/11/2026.

ⁱ The phrase "academically-related activity" is a defined term of art in federal financial aid regulation. Under **34 CFR § 668.22(l)(7)(i)**, *"Academic attendance" and "attendance at an academically-related activity" must include academic engagement as defined under 34 CFR § 600.2*. Examples of qualifying activities include physically attending class, submitting an academic assignment, taking an exam, participating in an online course discussion, or initiating contact with a faculty member about course content. Activities where a student is present but not academically engaged — such as logging into an online course without participation, living in institutional housing, or participating in academic counseling — do **not** qualify. This language is used by Lander University to align institutional grade definitions with federal Title IV Return of Title IV Funds (R2T4) requirements, ensuring that last-date-of-attendance documentation for students receiving the FA (Failure due to Excessive Absences) grade satisfies federal audit standards.

Full regulatory text available at: <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-B/section-668.22>