

# Grading and Records

## Grading

Grade point averages are computed by assigning numeric values to the letter grades:

### Letter Grade Values

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.4	D+	1.4
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.4	E, I, IE, WE	0.0

The grade given in a course is the teacher's evaluation of the student's performance, achievement, and understanding in that subject as covered in the class. The following adjectives indicate the meaning of the letter grades:

A	Excellent
B	Good
C	Satisfactory
D	Minimum passing
E	Failure

Hence, the grade **A** means that the student's performance, achievement, and understanding were excellent in the portion of the subject covered in the class.

There are prerequisites that qualify students to be admitted to the more advanced classes offered by a department. A senior has added experience, understanding, and preparation and, consequently, progresses in courses that would have been impossible when the student was a freshman. The level of performance, achievement, and understanding required to qualify for each grade that carries credit (any grade other than E, I, IE, or WE) is higher in a more advanced class than in those classes that precede it, and the student is prepared to work at this higher level.

Additional grade designations are as follows:

1. If a student withdraws officially from a class during the first ten class days of a semester or the first six class days of a term, the permanent record will not show a registration for that class. If the student properly withdraws from a class between the eleventh and twenty-fifth class days of a semester or between the seventh and thirteenth class days of a term, the record will be marked **W** (official withdrawal).
2. A **WE** grade will be given if a student petitions to withdraw from a class after the deadline and he or she is failing the class at that time.
3. A grade of **P** indicates a passing grade. It has no effect on the GPA.
4. The letter grade **I** (Incomplete) is given on a contractual basis with the instructor to students who are unable to complete the work in the prescribed period of time. An incomplete grade may be given for nonacademic extenuating circumstances (serious illness, personal injury, death in the immediate family, etc.) that may arise *after* the discontinuance deadline (the twelfth week of a semester or the sixth week of a term). To be eligible for an incomplete, the student must have attended up until the discontinuance deadline and be passing the class. If extenuating circumstances arise before the twelfth week of a semester or the sixth week of a term, the student should discontinue or petition through the Registration Office to be

officially withdrawn from the class(es). The Incomplete Grade Contract must be completed and signed by the instructor and the \$10 fee paid before submission of the official grade roll at the end of the semester. A copy of the Incomplete Grade Contract must be submitted to the Records Office by the grade submission deadline. A grade of E will be posted until a valid Incomplete Grade Contract is submitted to the Records Office.

Class attendance in a subsequent semester or reregistration is not permitted to make up the incomplete. In some special instances, such as a lab class, attendance may be required for the portion of the class or lab section missed. Once the work has been completed, the instructor should complete the portion of the Incomplete Grade Contract, showing the grade earned, and submit the form to the Records Office (B-150 ASB).

The instructor may designate the specific length of time the student has to complete the course requirements (not to exceed one year). If the work is not completed and the new grade submitted by the instructor within the agreed upon deadline, the I grade will be changed to an IE (the IE grade is considered and calculated as a failing grade). (To extend the contract date within the one-year deadline contact the Records Office, B-150 ASB.)

5. A grade of **T** indicates course work in progress and is only used in certain approved courses in which work may extend beyond the semester. The T grade may be changed to A, B, C, D, E, or P, depending on the grade rule for the course, when the work is completed.
6. The grade **NS** is placed on the student record when a grade roll has not been submitted to the Records Office by the grade submission deadline. After the deadline, individual Grade Change Authorization forms must be used to submit a new grade to change the NS grade. The NS will not be considered in calculating the grade point average.

## Grade Changes

After the final grade submission deadline, grades may be changed only for the following reasons:

- making a calculating error in computing the grade
- posting the wrong grade to the grade roll
- changing a T grade after the course work is completed
- posting a grade if no grade was submitted
- reevaluation of the previous grade with no additional work submitted

When such corrections need to be made, an official Grade Change Authorization Form must be completed and sent directly to the Records Office.

If a student completes any additional work beyond the end of the semester or term (original T grades excluded), grade changes should not be made. Instead, the student should request to have an Incomplete Grade Contract.

A previous grade cannot be changed to a W (official withdrawal). If the student had a nonacademic emergency, he or she should file a petition for withdrawal with the Records Office.

## Numeric Grade Values (Law School)

In fall semester 1987 the Law School was granted permission to grade their courses on the numeric grading system. In fall semester 1994 the Law School was granted permission to change the numeric grading system to a new numeric scale. All current Law School students with previously earned numeric grades had their grades converted to the new numeric scale:

1987–1994	Description	Fall 1994
80–90	Superior	3.7–4.0
75–79	Excellent	3.3–3.6
71–74	High pass	3.0–3.2
66–70	Pass	2.7–2.9
59–65	Low pass	2.2–2.6
50–58	Fail	1.6–2.1

## Resolving Academic Grievances

Despite the well-meaning efforts of students and faculty alike, there may be times when students feel that they have been treated unjustly or that their work has been evaluated unfairly or inadequately by an instructor. Such occasions can be even more frustrating if students are unsure of the procedure for presenting their grievance. The following guidelines should help successfully resolve the problem.

- Ideally, the student should first bring the grievance to the attention of the instructor involved, who is better acquainted with the situation than any other member of the faculty. Most instructors are anxious to work through differences with their students in a sensitive and fair-minded manner.
 

If (a) the instructor is not available, (b) the student feels strongly that the instructor will not deal with the grievance fairly, or (c) bringing the grievance to the attention of the instructor does not resolve the problem to the student's satisfaction, the student may appeal to the chair of the instructor's academic department.

The chair will consider the grievance and within thirty days will notify the student, the instructor, and the college dean of the decision. The decision can include a recommended grade change.
- If the student is dissatisfied with the department chair's decision, the student may appeal *in writing* to the dean of the college within which the department is housed no later than thirty days after the date of the chair's notification letter. The written appeal should include the details of the grievance and an outline of the student's efforts to resolve it prior to making this appeal to the college dean.
- The college dean will give the student the choice of having the grievance resolved directly by the dean or by a three-member committee chaired by a full-time member of the faculty selected by the dean. Should the student choose to have the grievance appeal heard by the three-person committee, the other two committee members will be appointed by the student and the instructor, respectively. Each must either be a full-time student or a full-time faculty member.
- When the grievance is heard by the dean or the committee, both the student and the instructor may call witnesses to be questioned by the other party and by the dean or committee members. The number of witnesses and the conduct of the hearing will be determined by the dean or the committee chair.
- The dean's or committee's decision (its majority vote) will be final and not subject to appeal. The decision can include a grade change. The student will be notified in writing of the decision within thirty days of the hearing date.
- Please realize that the same appeal process is available to the instructor. In other words, if the instructor is not satisfied with the department chair's decision, he or she may appeal to the college dean.
- The student must bring the grievance to the attention of the instructor or the department chair within one calendar year from the last day of the examination period in the semester or term in which the problem originated. For example, if the grievance occurred in the course offered winter semester, the student must initiate the grievance procedure before the final day of the following year's winter semester examination period. Where military service or an LDS mission makes it difficult to bring the problem to the attention of the instructor or department chair, a later consideration may be permitted.

Questions regarding these guidelines should be directed to the Office of the Academic Vice President (A-387 ASB, [801] 422-6201).

## Scholastic Recognition Each Semester

The dean of each academic college at the close of each semester will post a list of names of undergraduate students who are ranked in the top 5 percent of their college for the given semester, who have earned a minimum of 14 credit hours (7 credit hours for spring and summer terms), and who have earned a minimum grade point average of at least 3.5 for the semester.

## Grades

After the semester has ended and all grades have been submitted by the faculty, students may access their grades through Route Y on the BYU homepage.

## Records

Records Office  
B-150 ASB  
(801) 422-2631

The Records Office is the official guardian of all permanent records of all academic work done at the university. The office is also responsible for issuing official transcripts of credit. Official transcripts include only credit completed through BYU.

## Classification of Students

Students are classified as follows:

Credit Hours Earned	Classification
1–29.9	Freshman
30–59.9	Sophomore
60–89.9	Junior
90 and over	Senior

## Access to Education Records—FERPA

Student educational records at BYU are generally accessible to eligible students according to the provisions of the Family Educational Rights and Privacy Act (FERPA). BYU has adopted an Access to Student Records Policy that explains in detail student rights relating to their educational records. A copy of the policy is available at the Office of the Registrar, B-150 ASB, Provo, UT 84602-1114.

The following is notice of student rights to their educational records, a summary of the procedures for exercising those rights, and a description of student directory information that may be disclosed to the public without the student's consent as required by law:

Eligible students, admitted and enrolled at BYU, generally have the right to:

- Inspect and review their educational records within a reasonable period of time upon submitting to the appropriate department managing their educational records a written request, with proof of identification, specifying the records to be inspected. The department will notify the student of the time and place the records may be inspected.
- Petition BYU to amend or correct any part of the education record believed to be inaccurate, misleading, or in violation of their privacy rights. Students may submit a written request to the department holding the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the department decides not to amend the record as requested, the department will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures as outlined in university policy will be provided to the student when notified of the right to a hearing.
- Consent to disclosure of personally identifiable information contained in the student's educational record, except as otherwise authorized by law. Examples of exceptions to consent of disclosure include:

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- a. Access of educational records by BYU officials and agents having a legitimate educational interest in the records. This category generally includes any BYU official or agent who accesses student educational records for the purpose of performing a task or responsibility relating to his or her employment or professional responsibility at the university. These individuals may include faculty, administration, staff, and other university agents who manage student educational record information including, but not limited to, student education, discipline, or financial aid.
  - b. Parents who establish the student's dependency for federal income tax purposes.
  - c. Upon request, BYU will disclose educational records without consent to officials of another college or university to which the student seeks or intends to enroll.
4. File a complaint with the U.S. Department of Education concerning failures by BYU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605, [www.ed.gov/offices/om/fpco/](http://www.ed.gov/offices/om/fpco/).

BYU has designated the following student information as directory information that it may disclose to the public without the consent of the student:

Name  
Addresses and telephone numbers  
E-mail address  
Month/Day/Place of birth  
Names of parents or spouse  
Major and minor fields of study  
Participation in officially recognized activities and sports  
Weight and height of members of athletic teams  
Current class schedule  
Pictures  
Dates of attendance (current and past)  
Number of months/semesters enrolled  
Class standing (freshman, sophomore, etc.)  
Enrollment status (full-time, part-time, less than half-time)  
Degrees and awards received  
Previous educational institutions attended  
Dates of employment and job titles for student employment positions  
Anticipated future enrollments  
Course registrations prior to the beginning of a semester or term  
Expected date of graduation  
Deferred registration eligibility

Students have the right to restrict disclosure of the above directory information. To request restriction of disclosure, students must file a written request in the Registrars' Office. To avoid being listed on some directories, this must be done on or before the tenth day of a semester or the sixth day of a term. Forms for this request are available in the Office of the Registrar.

### Transcript Record Holds

A hold will be placed on a student's record for failure to meet university obligations (fees outstanding, university standards violations, etc.). Until the obligation is fulfilled, no copy of the academic record or diploma or information about the record will be released, and graduation may be delayed or denied.

### Earning Credits

Students earn approved university credit in the following ways:

#### Regular Course Work

Complete work in regular courses offered at BYU. Complete college-level courses through Independent Study, Evening Classes, or other Continuing Education programs.

### Transfer Work

Transfer credit for college-level courses completed at an accredited college or university and transferred to Brigham Young University. (See the Admissions section of this catalog for further explanation on transfer college credit.)

### Advanced Placement (AP) Exam

Complete the Advanced Placement (AP) examinations. Students who score a composite grade of 5, 4, or 3 in any subject may receive up to 8 semester hours of college credit in that subject.

### Military Credit

Serve in the armed forces. Students who have been on active duty in the service for more than one year can receive 2 semester hours of wellness and 4 semester hours in military science. Additional credit may be granted for college-level training and experience in the service. To receive credit, bring the military service DD-214 form to the Admissions Office, A-153 ASB.

### International Baccalaureate (IB)

Students who complete the International Baccalaureate (IB) examinations will receive college credit. An IB course at the subsidiary level will normally be given 3 hours of general credit. An IB course completed at the higher level may receive 6 hours of general credit and possibly fill a general education requirement.

### Challenge Examination

Students may receive credit by challenging some courses at the university through a separate examination procedure. Departments reserve the right to decide which courses may be challenged by examination. Religion courses, internship courses, exercise sciences and dance activity courses, and other activity participative courses, such as music, youth leadership, and ROTC, may not be challenged.

Only under exceptional circumstances, such as the foreign language challenge examination, can a course completed earlier be repeated by the challenge procedure.

The challenge examination is not meant to certify that a student has attended the class and completed all course requirements. The challenge examination credit merely shows that the student's skill and knowledge is sufficient to pass a challenge examination for the course.

Only students who have completed at least one course at BYU through day or evening school or the Salt Lake Center are eligible for the challenge examination option. Students currently enrolled are eligible to take the exam, but the credit will not be posted to the transcript until the other BYU credit and grades are posted. Students who are suspended or dismissed from the university are not eligible to challenge courses. Students who are suspended or dismissed may not have challenge examination credit posted to their record even if the examination was taken prior to the suspension or dismissal.

Once students have graduated, they are not eligible for challenging any additional credit at BYU unless it is specific to the graduate program to which the students have been admitted. (See current BYU Graduate Catalog for information on how to challenge graduate courses.)

Some challenge exams for credit are offered in the Testing Center, and others are arranged through the department offering the course. A fee payable to the Testing Center is charged for exams offered there. A fee payable to Student Financial Services in D-155 ASB is required for exams offered through individual departments. The student should check with the department to see if the exam is offered in the department or through the Testing Center. To earn academic credit and a grade for the course, the student must sign a Challenge Examination Form and have the Testing Center or the department submit it to the Records Office in B-150 ASB. The time limit for a student to choose course credit is determined by the individual academic department, not to exceed one year. No additional fees are charged to post the credits to the transcript. The student's transcript and cumulative grade

point average reflect the grade earned on the exam. The procedure to take exams and request academic credit follows.

#### **Procedure for Challenge Exams Given at the Testing Center**

1. Contact the appropriate department for the exam procedure and content before going to the Testing Center.
2. Go to the Testing Center (265 HGB). (For testing dates on GE challenge exams, see table in University Core: General Education section of the current class schedule.)
3. Pay the required fee at the Testing Center.
4. After the exam is graded and the choice is made to receive graded credit, obtain a Challenge Examination Form at the Testing Center and have it validated there. To accept the grade and receive credit for the course, sign the Challenge Examination Form and have the Testing Center submit it to the Records Office (B-150 ASB). After taking the exam there is a limited time to request that the grade be submitted to receive course credit. The time limit to choose course credit is determined by the department, not to exceed one year. Graded credit will be added to the student's official university transcript, and the progress report will show any GE requirement as fulfilled. (Students taking the Physical Science examination may take the grade or an exemption if their score is 75 percent or above. If their score is between 60 and 74 percent, they may receive graded credit.)
5. Students enrolled in the course when they pass its challenge exam **must** also drop the course. Students who drop the class after the *add deadline* (ten class days after a semester starts or six days after a term starts) will receive a W on their transcript for dropping the course. If the course is not *officially* dropped before the withdraw deadline, the grade given by the instructor based on class performance will appear on the transcript.

#### **Procedure for Challenge Exams Not Given at the Testing Center**

1. Whether or not students are enrolled in the course they are challenging:
  - a. Complete the Challenge Examination Form available from the department.
  - b. Arrange with the department to take the exam.
  - c. Pay the \$20 required fee at Student Financial Services in D-155 ASB and have the form validated there (\$20 fee per course except for the language exams).
  - d. Present the validated form to the department examiner.
  - e. Have the grade and credit recorded on the form by the examiner and obtain the necessary departmental signatures.
  - f. After seeing the grade, students may choose to have the credit posted to their academic record by signing the Challenge Examination Form and having the department send the completed form to the Records Office (B-150 ASB). After taking the exam there is a limited time to request that the grade be submitted to receive course credit. The time limit to choose course credit is determined by the department, not to exceed one year.
2. Students enrolled in the course when they pass its challenge exam **must** also drop the course. Students who drop the class after the *add deadline* (ten class days after a semester starts or six days after a term starts) will receive a W on their transcript for dropping the course. If the course is not *officially* dropped before the withdraw deadline, the grade given by the instructor based on class performance will appear on the transcript.

## **Exemption Examinations for GE Requirements**

Some general education requirements can be accomplished by successfully completing an examination. Exemption examinations for selected GE courses are offered at the Testing Center. (See table in University Core: General Education section of the current class schedule for dates of exemption examinations.)

#### **Procedure for Exemption Exams**

1. Contact the appropriate academic department for exam procedure and content before going to the Testing Center.
2. Go to the Testing Center (265 HGB) on one of the examination days. (See table in University Core: General Education section of the current class schedule.)
3. Pay the required fee per class at the Testing Center.

Students enrolled in the course when they pass its exemption examination **must** also drop the course. Students who drop the course after the *add deadline* (ten days after a semester starts or six days after a term starts) will be officially withdrawn. (This shows as a W on the transcript.) If the course is not *officially* dropped before the drop deadline, the grade given by the instructor based on class performance will appear on the transcript.

**Note:** The progress report of students who pass an exemption exam at the Testing Center will be updated automatically at the end of the semester or term. Students should retain their score report for their records.

## **Earning BYU Credit While on Suspension**

Students who have been suspended from Brigham Young University are not eligible to enroll in courses through day school, evening school, or any of the Continuing Education programs offered by the university except those courses offered through Independent Study. Students should consult their advisement center to determine which Independent Study courses to take.

## **Repeating Classes**

To have a previously completed course marked *repeated*, the new course must be equal or greater in credit hours. When a class has been repeated, the credit used in computing the grade point average is the grade and credit hours earned the last time the repeated class was taken. Students may repeat classes in the following ways:

1. Repeat Brigham Young University courses at Brigham Young University (except for R-suffix courses—see Abbreviations and Symbols in the Using This Catalog section).
2. Repeat at Brigham Young University courses initially taken at another university. (A statement of equivalency must be supplied by the appropriate BYU department chair.)
3. Repeat at another institution courses taken there and have the credit transferred to Brigham Young University.

**Note:** A course repeated at an institution other than the one at which it was taken originally and other than at BYU will not be counted as a repeat.

# Discontinuance and Student Academic Record Appeals Committee

## Discontinuance

Discontinuance Office  
B-150 ASB  
(801) 422-7705

To withdraw from the university, day students who have registered for classes must officially discontinue. Before the first day of class, students may use the AIM registration system through Route Y. **After classes begin** students must discontinue through the Discontinuance Office. Discontinuances on or after the first day of class will result in a withdraw date posted on the students' transcript. The withdraw date coincides with the date the student discontinues.

Students who have registered for classes and paid tuition must officially discontinue to drop classes and initiate a tuition refund. (Refer to the Tuition and Fees section of this catalog for refund information.) Students who have registered for classes but *have not* paid tuition must also discontinue. If these students do not withdraw before the start of classes, they will be billed for tuition up to the official date of discontinuance.

The discontinuance process includes the following:

1. Before classes begin students may use the AIM registration system through Route Y.
2. After classes begin consult with the Discontinuance Office representative and complete discontinuance forms available from the Discontinuance Office.
3. If discontinuing during or after the sixth week of the semester (or third week of the term or block), obtain signatures of individual class instructors (student is now responsible for grades earned in class). The instructor will indicate an official withdrawal (W) or an academically failing (WE) withdrawal grade.
4. Submit discontinuance forms and be signed out by a Discontinuance Office representative.
5. Upon discontinuance, the student's ID will be electronically voided.

All undergraduate students who discontinue during a major semester (fall or winter) or during the term for which they were accepted should contact the Admissions Office about future readmission eligibility. To withdraw after the twelfth week of the semester (or fifth week of a block or term), students must file a petition with the Registration/Records petition secretary (B-150 ASB) rather than contacting the Discontinuance Office.

Those students registered as Evening Classes students only must discontinue through the Office of Evening Classes, 120 HCEB. Law School students must initiate their discontinuance through the office of the Law School dean, 348-A JRCB.

Students who leave the university under emergency conditions and subsequently do not return still have the responsibility to discontinue before the discontinuance deadline. Official termination can be completed by contacting the Discontinuance Office at the earliest possible time.

## Student Academic Record Appeals Committee

The Student Academic Record Appeals Committee has been established for students who encounter situations involving non-academic extenuating circumstances or emergencies potentially affecting their educational records that fall outside the realm of normal university policy and procedure. The petition process must be initiated within *one* year from the semester or term in question. It is the student's responsibility to obtain the necessary supporting information from the instructor, physician, employer, etc., to accompany the request. Petition forms may be obtained in the Records Office, B-150 ASB.