

# GRADES

## Grading Scale

Grades are determined by the daily record of the student and the record made on quizzes, mid-semester and semester examinations. The weight attached to each of these factors is determined solely by the instructor of the course.

The grading system is as follows:

Symbol	Definition	Quality Points
A+	outstanding	4.0
A	outstanding	4.0
A-	outstanding	3.67
B+	proficient	3.33
B	proficient	3.00
B-	proficient	2.67
C+	satisfactory	2.33
C	satisfactory	2.00
C-	satisfactory	1.67
D+	below standard	1.33
D	below standard	1.00
D-	below standard	.67
F	failing	0
CR	credit	*
NC	no-credit, failing	*
NR	no grade reported	*
S	satisfactory: Grade of "C" or better for graduate "D" or better for undergraduate	*
U	unsatisfactory, failing	*
AU	audit	*
I	incomplete: Follow rules listed in catalog; cannot be changed to "IP;" can be extended by one semester by instructor request to Registrar.	*
IP	course in progress: Used * for thesis, independent study, research project, or other arranged course; applies to both graduate and undergraduate; remains indefinitely.	*
W	withdrew (good standing)	*
R	repeated course	*

\* - not used in calculating grade point averages

## Undergraduate Incompletes

To receive an "incomplete," students must contact their professor prior to the end of the semester, request a grade of incomplete, and make arrangements to complete the work. The rules which govern the issuance of the incomplete are as follows:

1. The grade "I" is used by an instructor at the end of a semester or summer session to designate incomplete work in a course. It is given

when a student, due to circumstances such as illness, military service, hardship or death in the immediate family, is unable to complete the requirements of the course in the term in which the student is registered for credit. Incompletes will only be given if the student has already substantially completed the major requirements of the course.

2. Each instructor will judge each situation. The instructor will also indicate by a departmental record, with a copy to the student, how the incomplete is to be removed, and if the instructor is at the University at the time of removal, supervise the makeup work and report the permanent grade.
3. In the event the instructor is not available at the time of the student's application for removal of an incomplete, the department chairperson will supervise the removal of the incomplete and turn in the permanent grade for the student.
4. A student shall have no longer than the end of the next regular semester following receipt of the "I" to remove the incomplete. After that time, the "I" will automatically become a "W," or such other grade specified by the instructor depending on the amount and quality of the course work previously completed. Exceptions to this rule will be permitted if initiated by the student and approved by the instructor, department chairperson, and dean. Exceptions to this rule will be made only in response to circumstances over which the student has no control, and these must be detailed.
5. In registering for courses, students receiving one or more "I" grades from the previous semester should take into account the time needed to complete the required work and plan their schedules accordingly.
6. Courses with Incompletes do not count towards credit hours in future semester's when determining enrollment status.

## Graduate Incompletes (<http://catalog.unomaha.edu/graduate/grades-quality-work-standards/grades/>)

## Undergraduate Credit/No-Credit (CR-NC)

For information on Credit/No Credit Grades and Rules Governing Credit/No Credit, visit the Credit/No Credit Policy website (<https://www.unomaha.edu/registrar/students/grading-grades/credit-no-credit-option.php>).

## Grade Appeals

Each program/college has an official grade appeal process. Students should contact the department/school or dean's office to receive a copy of the policy. Students should appeal the grade to the department/school/college in which the course was offered.

## Repeating Courses – UNO Policy on Grades

### Undergraduate Courses

When an undergraduate course is repeated, only the most recent grade will be calculated into the GPA.

- Letter-graded courses must be repeated for a letter grade.
- ALL courses and grades will continue to be a part of the student's permanent record (transcript).
- When determining eligibility for graduation with honors, every grade awarded is computed into the GPA.
- Repeats must be completed before a degree is granted. Once a degree is granted, repeated courses will not change the GPA established at the time the degree was awarded.

- Students may replace grades earned at another University of Nebraska system campus if the articulated equivalent course is taken at UNO. Students should consult with an advisor prior to enrolling in courses at UNO to ensure that the direct equivalent course is taken. Upon completion of the course, either the student or the advisor must contact the Office of the University Registrar, 105 Eppley Administration Building, to have the previous grade removed from the GPA.

## Undergraduate Courses - Special Exceptions

Some courses, such as thesis, internship, physical activity, special topics, or independent study may be repeated without removing the previous grade. Visit the repeatable courses website (<https://www.unomaha.edu/registrar/students/during-enrollment/repeatable-courses.php>) for a complete list of these courses. For these undergraduate courses, only grades of F will be removed automatically when these courses are repeated. All other repeats must be done by contacting the Office of the University Registrar, 105 Eppley Administration Building.

## Graduate Courses - General Rule

Only grades of Cs, Ds, and F can be repeated, and only the most recent grade will be counted into the GPA.

- Letter-graded courses must be repeated for a letter grade.
- All courses and grades will continue to be a part of the student's permanent record (transcript).
- Repeats must be completed before a degree is granted. Once a degree is granted, repeated courses will not change the GPA established at the time the degree was awarded.

## Graduate Courses - Special Exceptions

For courses such as thesis, internship or independent study, repeats are subject to the same rules as listed above under General Rule. Repeats in this category cannot be done automatically. Students must contact the Office of the University Registrar, 105 Eppley Administration Building.

## Undergraduate Grade Point Average (GPA)

### UNO GPA

The GPA included on the student's transcript reflects courses taken only in the University of Nebraska System (UNO, UNL, UNMC and UNK).

## Undergraduate Degrees with Honors GPA

Grades awarded in ALL courses taken at ALL colleges and universities attended are included in computing the GPA for determining eligibility for graduation honors. This cumulative GPA takes into account a student's complete academic history, including course repeats.

## Undergraduate No Report "NR" Grades

If a No Report "NR" grade is reflected on a grade report, the student should immediately report it to the faculty member. A grade of "NR" is not a terminal grade and must be changed to the appropriate letter grade.

## Undergraduate Academic Amnesty

Each college has established a policy and procedures for students who wish to declare academic amnesty for one or more semesters. Students should read the Academic Amnesty policy for their college in this catalog or contact their Dean's Office. Students who declare Academic Amnesty are not eligible to graduate with honors. Academic Amnesty can only be applied to the student's educational record one time.

## Undergraduate Academic Performance

A student must maintain a cumulative Grade Point Average (GPA) of 2.00 or above to remain in "good academic standing" at the university. However, the colleges may require a higher grade point average.

For purposes of participation in recognized extracurricular activities, "good academic standing" is defined as a cumulative GPA of at least 1.75 for the first 45 hours attempted and at least 2.00 for 46 or more hours attempted, including all college-level courses taken for credit at the University of Nebraska.

## Undergraduate Probation and Suspension Academic Probation

A student whose cumulative grade point average is below 2.00 after having attempted six or more semester hours will be placed on probation. Probationary status will remain in effect as long as the student's cumulative Grade Point Average (GPA) remains below 2.00. No student will be allowed to enroll for any course on a pass/fail or Credit/No-Credit basis while on probation. Probation constitutes a period of formal warning that the student is doing unsatisfactory work.

The student is encouraged to use every opportunity during time on probation to seek counsel and guidance from various university agencies which have been established to offer assistance in study and academic planning. For information on such services, the student should consult with his or her academic advisor or counselor.

## Academic Suspension

Students will only be suspended at the end of the spring term. This rule applies to all UNO colleges, including the Academic and Career Development Center and all University of Nebraska-Lincoln based programs in the Colleges of Architecture, Agriculture, and Engineering.

Students who are on probation will be suspended at the end of the spring semester when their semester Grade Point Average is lower than 2.0 and the cumulative Grade Point Average (GPA) falls below the following standards:

Hours Attempted	Cumulative GPA
0-12	No Suspension
13-45	1.75
46 or more	2.00

Suspensions under these conditions will be automatic. Academic suspension will be for a minimum period of one year.

Students will be notified by their primary academic college of their suspension and given instructions on how to appeal, should they choose to do so, and any appropriate deadlines associated with an appeal.

Appeals properly filed shall delay implementation of the suspension until the appropriate appeals committee has acted. However, if the appeal is denied the student shall be dis-enrolled and tuition shall be refunded.

## Undergraduate Reinstatement Following Academic Suspension

Students wishing to be reinstated following their one-year suspension from the University of Nebraska at Omaha shall schedule an advising/reinstatement meeting with the College from which the student was suspended. It is recommended the student schedule an advising/reinstatement meeting at least one month prior to the official beginning of the semester or term for which the student is applying (refer to academic calendar for specific dates) in order to have their reinstatement hold released and be eligible to register for classes. If academically suspended students have not taken classes within the last two years, they will need

to reapply to UNO first and then schedule their advising/reinstatement meeting.

## **Undergraduate Academic Honors**

Full-Time Dean's List and Part-Time Dean's List

Students seeking their first bachelor's degree are eligible for this academic honor. Students must earn a minimum of 12 quality hours with a minimum Grade Point Average (GPA) of 3.50 in a given fall or spring semester for full-time students, and consecutive fall or spring semesters for part-time students. These academic honors are not offered during the summer term. Part-time students whose honors are considered on a continuous enrollment will have summer hours included in their calculations for Dean's List. Dean's Lists are posted to the academic record only during the fall and spring semesters. Contact UNO's Office of the University Registrar, 105 Eppley Administration Building, with any questions.

## **Full-Time Chancellor's List and Part-Time Chancellor's List**

Students seeking their first bachelor's degree are eligible for this academic honor. Students must earn a minimum of 12 quality hours with a minimum Grade Point Average (GPA) of 4.0 in a given fall or spring semester for full-time students, and consecutive fall or spring semesters for part-time students. These academic honors are not offered during the summer term. Students earning the Chancellor's List honor will also earn the corresponding full-time or part-time Dean's List honor. Contact UNO's Office of the University Registrar, 105 Eppley Administration Building, with any questions.

## **How to View Official Grades**

Students can view grades via MavLINK immediately after they are posted by the instructor. Official Grades are available in MavLINK under the Academics tab or on the Unofficial Transcript. Final grade reports are not mailed out to students nor can grades be provided over the phone.

## **Repeating a Graduate Course (<http://catalog.unomaha.edu/graduate/grades-quality-work-standards/grades/>)**

## **Official Academic Transcripts**

Transcripts contain academic information such as coursework, grades, credit hours, Grade Point Average, and UNO degrees earned.

Before an official transcript can be released, certain administrative obligations to the University of Nebraska System must be resolved. Holds can be viewed through MavLINK.

UNO transcript requests can only be completed online. Requests made via phone, email, or fax are not accepted. Transcripts can be ordered by students via MavLINK.

Learn more about ordering your transcripts online (<https://www.unomaha.edu/registrar/students/transcripts-and-records/order-a-transcript.php>).

## **Graduate Quality of Work Standards (<http://catalog.unomaha.edu/graduate/grades-quality-work-standards/qualityworkstandards/>)**

## **Graduate Academic Appeals (<http://catalog.unomaha.edu/graduate/appeals/>)**