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

Incomplete Grades

Purpose

The grade "Incomplete" ("I") is to be used by an instructor at the end of a term to designate incomplete work in a course. It should only be used when a student, due to extenuating 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. An Incomplete should only be given if the student has already substantially completed the major requirements of the course. Each instructor must judge each situation as to whether an "I" is appropriate.

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.

Removal

The instructor does have the option of determining the requirements for completing the course and requisite date for removal of an incomplete. These requirements are in writing with the department to ensure there is no miscommunication between the instructor and student.

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

A student, upon the consent of his or her advisor, may repeat a course in which he/she has previously received a grade of "C+" (2.33 on a 4.0 scale) or below. Both grades will appear on the transcript, but only the second grade will be counted in determining the grade point average.

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).