

## Grading Roster Posting Options

Grade options available within the Grade Roster are noted below. The Grading Basis of the course will determine which options are available for selection on the roster. A complete listing of grades for The Ohio State University can be found at <http://trustees.osu.edu/rules/university-rules/rules8/ru8-21.html>.

| Grade           | Definition/Example   |
|-----------------|--|
| "A", "A-"       | The instructor judged the student to have satisfied the stated objectives of the course in an excellent manner. The student's performance was judged to be in this range of high quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on the instructor's experience and expertise.  |
| "B+", "B", "B-" | The instructor judged the student to have satisfied the stated objectives of the course in an above-average manner. The student's performance was judged to be in this range of above-average quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on the instructor's experience and expertise.   |
| "C+", "C", "C-" | The instructor judged the student to have satisfied the stated objectives of the course in an average manner. The student's performance was judged to be in this range of average quality based upon a comparison with other students in the course, and/or students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on the instructor's experience and expertise.  |
| "D+", "D"       | The instructor judged the student to have satisfied the stated objectives of the course in a low but acceptable manner. The student's performance was judged to be in this range of below average but acceptable quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on the instructor's experience and expertise.  |
| "E"             | The instructor judged the student not to have satisfied the stated objectives of the course. Credit for a course in which the mark "E" has been received can be obtained only by repeating and passing the course in class (see rules 3335-8-23 to 3335-8-28 of the Administrative Code).  |
| "I"- incomplete | <p>(1) An "I" indicates that the student has completed a major portion of the work in the course in a satisfactory manner, but for reasons judged by the instructor to be legitimate, a portion of the course requirements remains to be completed.</p> <p>(2) The mark "I" shall be reported to the office of the university registrar together with the mark which the university registrar is authorized to enter on the student's official record unless a different mark is reported to the office of the university registrar in the manner and within the time described below.</p> <p>(3) The student must complete the work so that the instructor of the course may report the final mark at the earliest possible time, but not later than noon of the sixth Saturday of the quarter, semester, or session, following that in which the "I" was received. For legitimate reason the instructor may establish a deadline for the completion of the work which is within the maximum time permitted. Upon petition of the student within this period, the instructor or, if the instructor is unavailable, the chair of the department involved, may for good reason allow a student additional time in which to complete the work. An extension beyond the date grades are due for the quarter, semester, or session following that in which the "I" was received requires concurrence of the instructional unit's dean, director, or college secretary. Any decision extending the period shall set forth the time in which the student shall complete the work and a copy of</p> |

|   |  |
|---|--|
|   | <p>the decision shall be forwarded to the office of the university registrar.</p> <p>(4) As soon as the incomplete work has been made up, the instructor, or in the case of the instructor's absence from the university, the department chair or the director of the school, shall file the proper mark in the office of the university registrar. Until such time as a final mark is recorded the credit for the mark "I" shall be counted as hours only, and shall not be considered in determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code.</p> <p>(5) In no case shall a student who has received the mark "I" be permitted to repeat the course in which such mark was received until such time as the "I" has been removed and then only in such cases as fall within rule 3335-8-28 of the Administrative Code.</p> <p><b>Registrar's Note:</b> <i>If an "I" grade is selected, a "Lapse Grade" must also be entered. The Incomplete Deadline should not be changed. If an extension is warranted you will need to submit and Extension of Incomplete form with all required signatures to the Office of the University Registrar (see "IX").</i></p> |
| <p>"IX" – extension of incomplete</p>   | <p>An extension beyond the date grades are due for the quarter, semester, or session following that in which the "I" was received requires concurrence of the instructional unit's dean, director, or college secretary. Any decision extending the period shall set forth the time in which the student shall complete the work and a copy of the decision shall be forwarded to the office of the university registrar.</p> <p><b>Registrar's Note:</b> <i>Do not assign an "IX" grade directly on the grade roster. An Extension of Incomplete form must be submitted to OUR.</i></p>   |
| <p>"EN" – non-attendance</p>            | <p>This mark shall be used to indicate that the student was properly registered for the course, but failed to complete the course because of non-attendance. It does not differentiate between the student who never attended or stopped attending at some point during the academic term.</p> <p>When assigning this mark, an instructor must also provide some indication (e.g. day or week of the academic term) of when the student stopped attending the course.</p> <p>This mark shall be treated as an "E" for the purpose of calculating a student's point-hour ratio.</p> <p><b>Registrar's Note:</b> <i>If an "EN" grade is selected, a "Last Attendance Week" must also be entered. This is the best estimate of when a student stopped attending. If the student never attended class, "Before Term" should be selected.</i></p>   |
| <p>"P"</p>                              | <p>This mark is used to indicate that the student has shown satisfactory progress in a series or sequence of courses where the mark is not recorded until the final quarter, semester, or session of the series or sequence is completed. Until such time as a final mark is recorded, the mark of "P" shall be given and the credit shall be counted as hours only, and shall not be considered in determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code. When a final mark is submitted by the instructor, all previous "P" marks shall assume and be recorded with the value of this final mark.</p>   |
| <p>"PA" – pass,<br/>"NP" – non-pass</p> | <p>(1) The grade pass "PA" means the student has satisfied the stated objectives of the course, and the grade non-pass "NP" is the equivalent of the grade "E."</p> <p>(2) These marks may be used at the option of undergraduate or continuing education students only, subject to the following conditions:</p> <p>(a) This grading pattern may be chosen for a maximum of thirty credit hours, provided</p>   |

|   |   |
|---|---|
|   | <p>the student has an accumulated point-hour ratio of 2.0 or higher.</p> <p>(b) Among these thirty credit hours, an undergraduate student may elect this option for courses in fulfillment of the curricular requirements of rule 3335-8-06 of the Administrative Code.</p> <p>(c) An undergraduate student may elect this option for courses that are not required or designated as required electives in the curriculum leading to the degree for which the student is a candidate.</p> <p>(d) Hours graded pass "PA" count toward the minimal number of hours required for a degree. Pass or non-pass marks ("PA," "NP") are not computed in the point-hour average of the student.</p> <p>(e) Before five p.m. of the third Friday of a quarter or the second Friday of a term, a student must have declared intention to take a course on this basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from this option after five p.m. of the third Friday of a quarter or the second Friday of a term.</p> |
| <p>"R" – registered to audit</p>                    | <p>(1) This mark indicates that the student has registered to audit the course and has met the conditions established for audit enrollment in the course. No credit hours shall be awarded for this mark (see rules 3335-8-29 and 3335-8-33 of the Administrative Code).</p> <p>(2) Before five p.m. of the third Friday of a quarter, semester, or session, or the second Friday of a term, a student must have declared intention to take a course for audit or to change from a credit to an audit basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from the audit option after five p.m. of the third Friday of a quarter, semester, or session, or the second Friday of a term.</p> <p><b>Registrar's Note:</b> <i>If a failing grade is indicated for an audit class, the class will be dropped by the Registrar's Office after the grade is posted.</i></p>   |
| <p>"S" – satisfactory,<br/>"U" – unsatisfactory</p> | <p>(1) The mark "S" may be used to record either satisfactory progress in or completion of work, provided that the course has been approved for this mark by the dean of the college offering the course, and in the case of courses carrying graduate credit, by the dean of the graduate school. It shall be used as an alternative to "U" or "I" in all individual studies courses whatever their number. "S" credit shall be counted as hours only, and shall not be considered in determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code.</p> <p>(2) The mark "U" shall be used for unsatisfactory work in courses in which a student would be entitled to the mark of "S" if the student's work had been satisfactory. No credit shall be given for work marked "U." This mark shall not be considered in determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code</p>  |
| <p>"W" – withdrew</p>                               | <p>(1) This mark is used for students withdrawing from one or more courses or from the university.</p> <p>(2) See rule 3335-8-32 of the Administrative Code for procedures and provisions governing withdrawals. (B/T 6/7/2002, B/T 7/9/2004)</p>   |
| <p>"NG" – no grade</p>                              | <p><b>Registrar's Note:</b> <i>The "NG" grade is used to denote a missing grade. If no grade is reported, and "NG" will be assigned by the Registrar's Office so the grade roster can be finalized. This grade should not be posted by anyone other than staff in OUR.</i></p>  |