

Mead Witter School of Music Policies on Grading

Grading System

Semester grades are based upon the expectations and rubrics expressed in the course syllabus. The general quality of a student's work is expressed in terms of a grade point average (GPA). The GPA is based upon the total number of credits taken in which grades of A through F are received. The highest possible GPA is 4.0, representing A grades in every course; the lowest possible is 0.0.

The grading system is as follows:

Grade	Grade Points per Credit
A (Excellent)	4
AB	3.5
B (Good)	3
BC	2.5
C (Fair)	2
D (Poor)	1
F (Failure)	0 (No degree credit)

The following grades are excluded from GPA calculation:

S or **U** (Satisfactory or Unsatisfactory) are used in courses taken on Pass/Fail basis.

Cr or **N** (Credit or No Credit) are used in courses offered on a Credit/No Credit basis.

I (Incomplete) is a temporary grade used when work is not completed during a term.

NW (No Work) "Should be used for students who enroll in a course and then never attends.

"NoWork" in this context means that the instructor has no evidence that the student ever attended, in that no coursework was ever submitted. Any student who does attend for part of the semester, and then stops participating should be given a grade of "F" unless there are grounds for assignment of a grade of "I". Fac. Doc. 1028, effective 9/94.

P (Progress): a temporary grade used for courses extending beyond one term. The final grade determines the grade for each term and replaces "P" grades for the course.

The following grades are rarely used or are applied automatically:

NR (No Report) indicates that a grade was not submitted by the instructor. It is also used as a final grade for an audited course when the student has not met the instructor's minimum standards. "NR" has no net effect on GPA.

DR (Dropped) indicates the course was dropped.

EI (Extended Incomplete), a temporary grade for an extended time limit to remove an Incomplete.

PI (Permanent Incomplete), a permanent grade replacing an Incomplete incurred in a student's last semester in residence and not removed within five years.

Q (Question on Credits or Honors): a temporary grade used during grade reporting to indicate a credit problem. This should only be used when the student is enrolled for the wrong number of credits or their honors designation is incorrect. A "Q" grade may be represented on a grade report as "?".

W (Withdraw) indicates that the student withdrew from the University while enrolled in the course.

Audited courses (denoted by "AU" in place of credit number) are graded either S (Satisfactory) or NR (No Report).

Graduate Students

For graduate students, no course may count for degree credit with an earned grade below B.

A student may re-take a course after earning an F (or a grade below B, for graduate students). Should the student pass the course upon retake, it will count for degree credit. Both grades will be figured into the student's GPA.

Grade Changes

According to University policy and in an effort to maintain equity and consistency, final semester grades can be changed only because of clerical error or miscalculation of the course grade. Students cannot petition to improve a course grade through extra work, revision of completed work, or retaking of exams. The only exception would be if:

1. The option to improve a grade is available to all students in a given course, AND
2. this option is stated explicitly in the course syllabus.

To ensure fairness for all students, final semester grading is founded on the guidelines and/or rubrics expressed in the course syllabus, which is made available to every student. Faculty members and other instructors with grading responsibility do not take into consideration a student's past performance in previous classes or the amount of energy a student has devoted to mastering subject matter to alter a student's grade for a course.

Grade Concerns and Appeals

Any student who has a concern about a grade will communicate first with the instructor to clarify any misunderstandings or identify errors in calculation of the grade. Instructors may request change of a grade due to such an error. If the student's questions are still unresolved after appeal to the instructor, and student may initiate an appeal process. Such an appeal **must** be initiated within the semester immediately following the term in which the course is taken:

1. The student writes a brief document summarizing the basis for the appeal of the assigned grade. The written appeal is then delivered to the Director of the School of Music, the Associate Director of the School of Music, or the Director of Graduate Studies. A student who alleges that discrimination was a factor in the assignment of the disputed grade should contact the Office of Compliance at compliance.wisc.edu.
2. The appeal is considered by an *ad hoc* team of faculty, including at least one of the above-mentioned individuals and a member of the Curriculum Committee as well as additional faculty as necessary. Consideration of the appeal will include gathering of relevant information (such as grading criteria) and may include independent interviews with the student and with the instructor who assigned the grade.
3. The appeal may result in a decision to let the assigned grade stand; to recommend the instructor's review and recalculation of the grade, without requiring a change of grade; or to initiate deeper inquiry
4. Should the dispute not be resolved within the department the case is referred to the appropriate Associate Dean in the College of Letters and Science.