

Using and Understanding Unusual Letter Grades

As an instructor, you normally assign [earned grades A-F](#) at the end of a semester. However, you assign other grades in these situations:

If a student	Assign this grade	Impact on GPA	Notes
Is unable to complete work within the term	I (Incomplete)	None	Give the student up to one year to complete work. Identify work the student needs to completed and current grade using the Incomplete Grades form available in the Adobe Experience Manager (AEM) Forms Portal. Should only be assigned after consulting with the student. When work is completed, submit a Grade Change form (also found in the AEM Forms Portal) to the appropriate earned grade. If the student does not complete work or maintain communication with you, the I will convert to an IC(incomplete charged) at the end of one calendar year. Governed by UPS 300.017 .
Stops attending class and there is no basis to give an earned grade	WU (Withdrawal, unofficial)	Same as F	Provide an estimated last day of attendance when submitting the WU grade. The student may submit a Petition for Retroactive Withdrawal to request changing the grade from WU to W. The University Petitions Committee reviews the petition and either grants or denies the request. Governed by UPS 300.018 .
Is in a course that extends beyond one term	RP (Report in Progress)	None	This grade is not to be used for regular 1-semester courses when a student has failed to complete work by the end of the semester; in such cases I is the appropriate grade. RP is used for graduate Thesis and Project courses. This grade indicates that the student is making satisfactory progress. When the Thesis or Project course is complete, submit an approved grade change form.

In contrast, the following are administrative grades that can only be assigned by the Registrar:

Grade	Impact on GPA	This grade is assigned by the Registrar. . .
IC (Incomplete charged)	Same as F	When the instructor does not submit a grade change form to change an I (incomplete) to an earned grade by the end of one calendar year. The I converts to IC. If the instructor wishes to give the student an earned grade after conversion to IC, the instructor must submit 2 approved grade change forms; IC to I and I to the earned grade (A-F).
W (Withdrawal)	None	When the student has completed the appropriate withdrawal forms and the faculty, chair, and/or appropriate administrator has approved the forms. NOTE: There is a limit of 18 units of W that a student can receive during his/her undergraduate career.
AU (Audit)	None	When a student selects Audit as a grade option during the registration period. Auditors are expected to attend class regularly. The auditor may not take exams, so there is no basis for a grade.
RD (Report delayed)	None	When final grades have not been reported by the instructor to A&R by the designated grade due date. To report the grades at a later time, the instructor must submit an approved grade change form for each individual student in the class. This creates significant extra work for the instructor, the department/dean, and Admissions and Records. Please make every attempt to submit final grades by the deadline.