

Stanford Grade Policy

General University Grading System

The general University grading system is applicable to all classes at Stanford University except those offered by the Graduate School of Business, the School of Law, and M. D. students in the School of Medicine.

The following reflects changes adopted by the Faculty Senate on June 2, 1994 and effective Autumn Quarter 1995-96. All grades/notations for courses taken in 1995-96 or later are to be visible on student transcripts.

Grade	Description
A	Excellent
B	Good
C	Satisfactory
D	Minimal Pass
CR	The 'CR' represents performance that is satisfactory or better. In a course with optional grading some students will elect a credit/no credit option instead of letter grades.
I	<p>The 'I' is restricted to cases in which the student has satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade received. When a final grade is received, all reference to the initial 'I' is removed.</p> <p>In courses taken before 1994-95, satisfactory completion of the course work when an 'I' has been given is expected within a year from the date of the course's final examination, but an alternate time limit may be set by the instructor. Students may petition that these courses with an 'I' grade be removed from their records.</p> <p>In a course taken in 1994-95 or later, 'I' grades must be changed to a permanent notation or grade within a maximum of four quarters. If an incomplete grade is not cleared within four quarters, it is changed automatically by the Registrar's Office to an 'NP' (not passed) or 'NC' (no credit) as appropriate for the grading method of the course.</p> <p>Students must request an incomplete grade by the last class meeting. Faculty may determine whether to grant the request or not. Faculty are free to determine the conditions under which the incomplete is made up, including setting a deadline of less than one year.</p>
L	The 'L' is a temporary notation that represents creditable completion of a course for which the student will receive a permanent letter grade before the start of the next quarter. The 'L' is given when the instructor needs additional time to determine the specific grade to be recorded, but it is not appropriate if additional work is expected to be submitted by the student. A student receives unit credit for work graded 'L'.
N	The 'N' indicates satisfactory progress in a course that has not yet reached completion. Continuation courses need not continue at the same number of units, but the grade for all quarters of such a course must be the same.
N-	The 'N-' grade indicates unsatisfactory progress in a continuing course. The first 'N-' grade constitutes a warning. The adviser, department chair, and students should discuss the deficiencies and agree on the steps necessary to correct them. A second consecutive 'N-' will normally cause the department to deny the student further registration until a written plan for the completion of the degree requirements has been submitted by the student and

	accepted by the department. Subsequent 'N-' grades are grounds for dismissal from the program.
NC	The notation 'NC' represents unsatisfactory performance in courses taken on a satisfactory/no credit basis. Performance is equivalent to letter grade 'D+' or below.
NP	The notation 'NP' is used by instructors in courses taken for a letter grade that are not passed.
RP	The notation 'RP' (meaning Repeated Course) replaces the original grade recorded for a course when a student retakes a course.
S	For an activity course or a course in which the instructor elects to grade students only on a satisfactory/no credit basis, the 'S' represents performance that is satisfactory or better. For such a course, no letter grades may be assigned for satisfactorily completed work. The "satisfactory" options are intended to relieve the pressure on students for achievement in grades. The "satisfactory" options in no way imply fewer or different course work requirements than those required of students who elect evaluation with a letter grade. A department may limit the number of "satisfactory" courses to count for a major program. For those students admitted as freshmen for Autumn Quarter 1996-97 or later, no more than 36 units of Stanford course work (including activity courses) in which a 'CR' or 'S' was awarded can be applied toward the 180 (225 if dual degrees are being pursued) units required for a bachelor's degree. Students who enter Stanford as transfer students in 1996-97 or later are limited to 27 'CR' or 'S' units applied to the 180/225 minimum.
W	The notation 'W' (meaning Withdrew) is recorded when a student withdraws from a course.
*	The "*" symbol appears when no grade has been reported to the Registrar. The "*" symbol remains on the transcript until a grade has been reported.

Grade Point Average (GPA) & Class Rank Policy

Note that the GPA (grade point average) and rank in class are not computed under the general University grading system. Stanford does use an internal-only GPA that is based on units completed at the time of conferral of the first bachelor's degree. This information is used for internal purposes only and is not displayed on the official transcript.

Incomplete Grades

The 'I' grade is restricted to cases in which the student has satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade received. When a final grade is received, all reference to the initial 'I' is removed.

Students must request an incomplete grade by the last class meeting. Faculty may determine whether to grant the request or not. Faculty are free to determine the conditions under which the incomplete is made up, including setting a deadline of less than one year. Under no circumstances should a student re-enroll in a class to complete an "I" grade. Enrolling in the class a second time invokes the "[Repeated Courses](#)" rules (see below).

In courses taken before 1994-95, satisfactory completion of the course work when an 'I' has been given is expected within a year from the date of the course's final examination, but an alternate time limit may be set by the instructor. Students may petition that these courses with an 'I' grade be removed from their records.

In a course taken in 1994-95 or later, 'I' grades must be changed to a permanent notation or grade within

a maximum of one year. If an incomplete grade is not cleared at the end of one year, it is changed automatically by the Registrar's Office to an 'NP' (not passed) or 'NC' (no credit) as appropriate for the grading method of the course.

Revision of End-Quarter Grades

When submitted via Axess or filed with the Registrar's Office, end-quarter grades are final and not subject to change by reason of a revision of judgment on the instructor's part; nor are passing grades to be revised on the basis of a second trial (for example, a new examination or additional work undertaken or completed after the end of the quarter.) Changes may be made at any time to correct an error in computation or in transcribing, or where some part of the student's work was overlooked; that is, if the new grade is the one that would have been entered on the original report had there been no mistake in computing and had all the pertinent data been before the instructor, the change is a proper one.

In the event that a student disputes an end-quarter grade, the established grievance procedure should be followed (See the "Statement on Student Academic Grievance Procedures" section of the Stanford Bulletin.)

Temporary Grades

Grading TGR 801 or 802 Courses ("N" Grades) Students working on projects, theses, or dissertations enroll in their department's course. Students typically enroll in 801 or 802 courses for a number of successive quarters. To indicate that a student is making satisfactory progress on the project, thesis, or dissertation, a grade of "N" should be assigned. A grade of "S" is recorded during the final quarter when the project, thesis, or dissertation has been completed and accepted by the department.

The "N-" grade indicates unsatisfactory progress in a continuing course. The first "N-" grade constitutes a warning. The advisor, department chair, and student should discuss the deficiencies and agree on the steps necessary to correct them. A second "N-" will normally cause the department to deny the student further registration until a written plan for the completion of the degree requirements has been submitted by the student and accepted by the department. Subsequent "N-" grades are grounds for dismissal from the program.

The Registrar's Office runs an "N" grade report at the end of each quarter to use in updating the temporary "N" grades through the history of the project to its permanent grade. When the grade of "S" or "NP" is submitted during the final quarter of the project, thesis, or dissertation the final grade will retroactively replace the "N" grades. If the final grade has been reported, but the previous "N" grades have not been replaced, please send an email to the grading staff or the registrar@stanford.edu. Please allow several weeks after the end of each quarter before reporting unconverted "N" grades, as the process is performed manually by our staff.

Repeated Courses

Students may not enroll in courses for credit for which they received either Advanced Placement or transfer credit.

Some Stanford courses may be repeated for credit; they are specifically noted in the Stanford Bulletin. Most courses may not be repeated for credit. Under the general University grading system, when a

course which may not be repeated for credit is retaken by a student, the following special rules apply:

- A student may retake any course on his or her transcript, regardless of grade earned, and have the original grade, for completed courses only, replaced by the notation 'RP' (repeated course). When retaking a course, the student must enroll in it for the same number of units originally taken. When the grade for the second enrollment in the course has been reported, the units and grade points for the second course count in the cumulative grade point average in place of the grade and units for the first enrollment in the course. Because the notation 'RP' can only replace grades for completed courses, the notation 'W' cannot be replaced by the notation 'RP' in any cause.
- A student may not retake the same course for a third time unless s/he received a 'NC' (no credit) or 'NP' (not passed) when it was taken and completed the second time. When a student completes a course for the third time, grades and units for both the second and third completions count in the cumulative grade point average. The notation 'W' is not counted toward the three-retake maximum.

These policies reflect changes adopted by the faculty Senate on June 2, 1994.

Stanford Grade Point Average Policy

Stanford calculates a grade point average (GPA) for undergraduates only. The GPA is used for admissions or degree progress requirements by academic and administrative departments. Undergraduates may see their GPA in Axess. The GPA does not appear on the official transcript, and it is not released outside the University. For students in coterminal programs, the GPA is calculated up to and including the quarter in which the undergraduate degree is conferred. Stanford University does not calculate a rank in class.

How the General University GPA is Determined

Grade points are assigned to letter grades. The grade points associated with each grade are as follows:

Letter Grade	Grade Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
NP	0.0

No other grades and symbols (i.e., +, CR, *, RP, N, N-, L, W, NC, S, I) are used in the calculation of the

GPA.

Grade points are also weighted by the unit value of the course. An 'A' in a five-unit course has more value than an 'A' in a one-unit course. When Axess calculates the GPA, it multiplies the unit value of the course times the grade point value of the grade received in the course. For example:

Grade of A (4.0) x 5 units for course1 = 20 grade points
Grade of C+ (2.3) x 3 units for course2 = 6.9 grade points
Grade of NP (0.0) x 4 units for course3 = 0 grade points

The GPA is calculated as follows:

$$\frac{\text{Sum of all (grade point values x units)}}{\text{Sum of units for all courses graded}} = \text{G.P.A}$$

Example: you receive a B- in course1 (3 units), an A- in course2 (4 units) and a B+ in course3 (3 units)
To derive the numerator, multiply the grade point value for each course by the units for that course and add the results for all courses. To derive the denominator, sum the units for all courses graded A+ through NP.

$$\frac{(2.7 \times 3) + (3.7 \times 4) + (3.3 \times 3)}{3 + 4 + 3} = \frac{8.1 + 14.8 + 9.9}{10} = \frac{32.8}{10} = 3.28 \text{ G.P.A}$$

It is important to note that although the 'NP' carries 0.0 grade points, it is still calculated into the grade point average. For instance, if a student took a four-unit course and received an 'A' (4.0 grade points) and another four-unit course and received an 'NP' (0.0 grade points), the grade point average for the student would be 2.0, not 4.0. To illustrate:

Grade of A (4.0) X 4 units for a course = 16 grade points
Grade of NP (0.0) X 4 units for a course = 0 grade points
16 grade points divided by 8 units = 2.0