

For Faculty and Instructors: About Grading at Rutgers and SC&I

There is no policy at the university, school, or departmental level regarding the required grade distribution for any class. Students, regardless of level, should be held to appropriate, rigorous academic standards. Such standards generally result in a distribution of grades that reflects student effort and ability to meet the academic requirements of the course.

End of semester grades

Rutgers allows only letter grades for end-of-semester grades.

There are no “minus” grades.

There are some classes that are pass/fail or satisfactory/unsatisfactory; your program director should have told you if your class is in this category.

The allowable end-of-semester grades are:

A = outstanding, i.e., excellent, exceptional, superior.

- A+ is not an allowable grade

B+, B = good, i.e., competent, respectable, solid.

C+, C = satisfactory, i.e., adequate, average, acceptable.

D = poor, i.e., limited, minimal, passing.

- D is not an allowable grade for graduate students.
- D+ is not an allowable grade for any student.
- For undergraduates, a D in a class means that the class will not count towards the major or fulfill general education requirements.

F = failing, i.e., inadequate work, pervasive problems.

T/ grade = temporary grade.

This is written as TF for a temporary F, TC for temporary C, etc. A temporary grade becomes permanent near the end of the following semester unless the instructor puts through a Change of Grade. (Fall T grades become permanent on May 1; spring and summer T grades become permanent on December 1.)

- A temporary grade is the grade the student has earned based on the work actually completed. But it indicates that the instructor will still accept additional work after the semester is over. An example of when you might give a student a T grade: a student who has done the work to earn a B in the class had missed an assignment along the way; the student requests and you are willing to allow the student to hand in the missing assignment after the semester is over, so you assign a TB. If the assignment is excellent and it brings the grade up to a B+ or A, the instructor can submit a change of grade. If nothing is handed in, the TB will become a permanent B.
- When giving a student a T grade, you should outline for the student via email or in writing exactly what work you will still accept after the end of the semester and by what date you will accept it. Maximally they can have until a month before the end of the next semester, but if you want to just give them a couple of weeks, that is your prerogative. Sometimes giving students

just a few weeks after the semester is over to make up the work, which assures they are done with one semester before the next semester begins, is actually the kindest thing you can do.

- We do not use incompletes with undergraduates; only temporary grades are possible. For masters students, except in very unusual circumstances (usually medical emergencies), we urge you to use a temporary grade rather than Incomplete if you want to give a student additional time after the semester is over to complete work.

IN = incomplete.

This grade is only available for graduate students and should be used very rarely, only for bona fide emergencies such as sudden health problems. Please discuss with your program director if you want to assign an IN rather than a temporary grade. An IN must be changed to an actual grade within one year in order for the student to receive credit for the class. However, you can give the student less time than the full year to hand in the work. As with a T grade, you should give the student in writing a list of the work you will still accept and the date by which you will accept it.

Your assignment of a T/ or IN grade is an indication that you will accept work from the student after the semester is over and assess it and count it towards the permanent grade.

PA (pass), S (satisfactory), and NC (no credit) are only given when either we have designated a class to be pass/fail or pass/no credit rather than graded, or when a student has registered for the class as pass/fail or pass/no credit. We have some classes in each program (often experiential learning or research credits) that have PA or S as possibilities, but not many. Undergraduates have some options to make elective classes pass/fail for themselves; matriculating graduate students don't generally have this option, although non-degree graduate students sometimes can.

TZ = a designation used when there is an academic integrity case or other issue pending at the time that grades are due. This must later be changed following the action on the case.

Translating your assessments into end of semester grades

Faculty members use their own assessment rubrics to evaluate student achievement during a class. That rubric may include points, numerical grades, letter grades, or any other scheme. However, every instructor should make it clear to students at the beginning of the semester, on the syllabus given out on the first day of class, how the grades he/she assigns on each assignment or exam will ultimately translate into a letter grade at the end of the semester.

There is no policy at the university, school, or departmental level regarding how numerical scales should be constructed, how many points should be assigned to any particular type of assignment or exam, or how many points should qualify for any particular letter grade. Because each faculty member may create his or her own rubric, it may be the case that in different classes, different numbers of points correspond to different letter grades. So, in one class a 90 might be an A and in another class a 90 might be a B+. Faculty should understand that this can be confusing to students. And students should not construe this difference to imply that it is easier to get a better grade in the first course than the second since many factors contribute to each scale, including the difficulty of the assignments and exams.

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