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Grade Reports

Grade reports are assembled and issued by the Registrar's Office. A pin code to access the Creighton Automated Grade Reporting System is mailed to all new students at their local addresses several weeks before midterm grades are posted on the system in October. Please save this code as it will be the only time it will be sent to you.

Grade reports are made available to students electronically each mid-semester and at the end of each term (fall, spring, or summer). Access to the system may be gained by logging on the Registrar's Home Page and following instructions. Security is assured by requiring the entering of the student's ID number (usually the social security number) followed by the special access code number (pin number) assigned by the Registrar's Office.

Mid-semester grades are available only through the Web or via a special telephone grade reporting system. Printed copies of end of term grades are available in person through the Office of the Assistant/Associate Dean for Academic Affairs. In addition, a copy of final grades is also mailed to the student's permanent address. The student elects to whom the grade report is addressed (self or parent/guardian) on the Demographic Information Verification form they receive when they first register at Creighton. If the student neglects to identify to whom the report should be sent, the Registrar's Office will address the grade report to the student's parent/guardian. It should be noted that federal law affords parents of dependent students (regardless of the student's age) the right to grade reports without prior consent of the student. Students may also pick up a copy of their final grade reports from the Office of Academic and Student Affairs.

Transcripts

A copy of a student's academic record is called a transcript and is issued by the University Registrar upon written request of the student. There is no charge for this service, and the process turn-around is usually within 24 hours. A special Request for Transcript form is available at the Registrar's Office, (Administration Building, Room 226). Copies are not made of transcripts of records on file from other institutions. Any additional copy of these must be requested by the student directly from the original issuing institution.

Change of Grade

An instructor may change a student's grade in a course by appearing in person at the Registrar's Office. The change is made on the official grade report sheet by the faculty member, who then dates and initials the change. The Registrar's Office reports the change of grade to the Office of Academic and Student Affairs so that the permanent record can be appropriately updated. There have been times when the reporting process has been significantly delayed or has not occurred. Once an Instructor of Record has officially

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changed a student's grade, s/he is asked to inform the Assistant Dean for Academic Affairs so that student records can be updated and official change of grade notification requested from the Registrar's Office if it is not forthcoming.

In the case of multiple students in the same course who received an Incomplete (I), the instructor may send a memo to the Registrar's Office listing all students by name and social security number and indicating the new grade for each. A copy of the memo should be sent to the Assistant Dean for Academic Affairs.

Confidentiality of Grades

Faculty share heavily in the responsibility for preserving the confidential nature of student records and protecting the students' rights to privacy.

Some instructors like to post grades or test results for the information of the students in the class. If such a report permits identification of a student so that his or her grade or test score may become known to anyone other than the student, this is a violation of University policy and federal law as established in the Family Educational Rights and Privacy Act of 1974. This act restricts the release of education records or personally identifiable information about a student. Unless the identity of each student can be kept secret, faculty are not to use posted lists or any other means of communication that may reveal a student's grade to others. Care is also taken to keep secure the copies of student grade reports provided faculty to carry out their advising function. In this connection, the University's Student Records Policy states under Section II.B., General Policies:

1. Only such records as are demonstrably and substantially relevant to the educational and related purposes of the University, division, or department shall be generated or maintained.
2. All personal records shall be kept in locations central to the division or department by which they are maintained.
3. All personal records shall be kept in secured files.
4. Each unit custodian of personal records shall be responsible for maintaining the confidentiality of all student records within that respective academic or administrative unit.

Grade Appeals Policy

Please go to the Grade Appeals Policy listed under the "Policies" section of this Guide.

Standard Grading Systems

Please go to the Standard Grading Systems section listed under the "Policies" section of this Guide.

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Examinations

Final examinations in all courses are held at the close of each term (semester or summer session). Written tests and quizzes are held from time to time during the term, with or without previous notice to the students, at the discretion of the instructor. A student's scholarship rating in each of his or her courses is determined by the combined results of examination, class, laboratory, and other assigned work. This rating is reported by the instructor in accordance with the following grading system:

University Standard Grading System Definitions

A	indicates not only outstanding achievement but also an unusual degree of intellectual initiative
B+	indicates upper above average attainment (the B+ grade first offered as a grading option Spring 1996)
B	indicates attainment above the average
C+	indicates upper average work
C	indicates average work
D	indicates work of inferior quality, but passing
F	indicates failure - no credit
AF	indicates failure for excessive absences
WF	indicates failure because of unauthorized withdrawal
I	indicates work incomplete
X	indicates absence from final examination
AU	indicates audited course only - no credit
P	indicates pass - credit
NP	indicates not pass - no credit
SA	indicates work satisfactory
UN	indicates work unsatisfactory (failure) - no credit
W	indicates official withdrawal from a course - no credit

Quality Points and Q.P.A.

Degree candidates are not only required to complete a given quantity of hours, but must also achieve a certain quality of excellence which is determined on the basis of quality points. Quality points are obtained by multiplying the number of hours assigned to a course by the quality-point value of the grade received in the course:

A	yields 4 points for each hour
B+	yields 3.5 points for each hour
B	yields 3 points for each hour
C+	yields 2.5 points for each hour
C	yields 2 points for each hour,
D	yields 1 point for each hour,
F, AF, WF	yield no points.

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The quality-point average (QPA) is based only on work taken at Creighton, and is computed by dividing the total quality points earned by the total number of credit hours attempted (each semester credit hour is equal to one point). Thus 16 credit hours at straight C grades would give 32 quality points. Clearly, this QPA would be 2.00 (32 quality points earned divided by 16 semester credit hours attempted). Note: The terms "quality point " and "grade point" are synonymous, as are "quality-point average" and "grade-point average." The latter is abbreviated GPA.

Pass/No Pass Grading

The Pass/No Pass (P/NP) grading option is available for students in good academic standing for selected courses at Creighton. With this option the Instructor of Record is not informed which students have registered P/NP. The instructor's letter grade assignment will be changed to the appropriate P or NP designation when final grades are processed. A C is the lowest possible passing grade. The hours passed by this option are counted toward graduation requirements, but the P or NP grade does not affect the student's quality-point average. Students may not register P/NP for required and supporting courses in their major area of study. Thus, the P/NP option is not available to professional students for courses offered within any department of the School of Pharmacy and Allied Health Professions, or for any biomedical science or elective courses which are taken in partial fulfillment of the requirements for a degree in pharmacy, occupational therapy or physical therapy.

If a student wishes to take a course that will not count towards the requirements for graduation on a P/NP basis there is, of course, paperwork to be filled out. The student should obtain the appropriate form from the Office of Academic and Student Affairs, fill it out, obtain his/her advisor's signature, and leave it for the signature of the Assistant Dean for Academic Affairs. The Office of Academic and Student Affairs will then forward the form to the Registrar so that the appropriate mark can be issued at end-of-term.

Satisfactory/Unsatisfactory Grading

SA and UN are used to report student performance in a course that does not use regular grading. It is not an individual grading option as is P/NP, but applies to all students in the course. Credit earned with SA (Satisfactory) may be counted toward graduation but is not included in the quality-point average; however, UN (Unsatisfactory) functions as a failure in computing the quality-point average.

The Satisfactory/Unsatisfactory (SA/UN) grading option differs from the P/NP option in that the faculty member decides when it will be utilized, and must apply it consistently to all students enrolled in the course. Faculty who utilize the SA/UN grading system in required or elective courses must so indicate in the course syllabus. Hours passed with grades of SA are counted toward the hours required for graduation but do not figure into the quality-point average. The UN grade functions as an F in computing the quality-point

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average and in determining scholastic standing. The SA/UN grade designations may be used by faculty when reporting student midterm performance, even if letter grading will be utilized to record performance at the end of the term.

Incomplete Grades - I and X

The I and X are marks used, as explained below, to reflect a student's irregular status at the time final end-of-term grade reports are due.

I-incomplete: A student who has failed to fulfill all requirements of a course may petition the instructor before the close of the term to assign an end-of-term mark of I indicating incomplete performance. The instructor may agree to this mark when, as a result of serious illness or other justifiable cause, the work cannot be completed by the end of the term. If the faculty member decides to issue a grade of I, s/he must notify the student in writing of what must be done to convert the I to a permanent grade (letter grade or SA/UN) and the time frame within which the work must be completed. A copy of this correspondence should be sent to the Assistant Dean for Academic Affairs for insertion into the student's record. The student should not reregister for a course in which they have received an I from a previous semester.

An I (incomplete) will not be granted to a student who has been excessively absent during the term or who has simply failed to complete the work of the course before the close of the term without an exceptionally good reason. The responsibility for completing all course work rests with the student. The maximum time limit for clearing an incomplete is one year from the end of the course. The I carries no penalty and does not affect the quality-point average. Student records will be audited periodically, and students who show a consistent pattern of I may be placed on academic probation. Students who receive a grade of I in any course are ineligible for Dean's List honors for that semester, regardless of grade-point average.

An X is given to a student who has missed the regularly scheduled final examination, and the X functions as a failure until it is cleared. If the reason for absence is acceptable to the Assistant Dean for Academic Affairs, an examination must be taken as soon as possible but not later than one month from the date of the regular final examination. A permanent grade is recorded after the final examination is taken. If the examination is not taken as specified, or if the reason for absence was not acceptable, the student receives an F in the course.

A student who is both incomplete and absent from the final examination will receive both an I and X (IX), will function as a failure until cleared as specified above.

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Repeating Courses

A student cannot repeat a course for which a final grade of C or better (including P and SA) has been earned. A student who has received a final grade of D or F (including NP or UN) in a course may repeat the course. The course is most commonly repeated at Creighton through the School of Pharmacy and Allied Health Professions, as that is the only way in which the original D or F grade earned can be discounted when calculating the cumulative quality-point average. If the student repeats the course at Creighton, she/he registers for the course in the normal way. The repeated course and the grade earned will be entered on the student's record in the term in which the repeated course was completed. The credit and quality points for the higher grade earned (one grade only) will be used to calculate the student's QPA. As with all other course work attempted, the original course entry and grade (D, F, NP, or UN) remain on the student's permanent record and will appear on any transcript issued. Similarly, courses with marks of AF, WF, AU or W also remain permanently on the student's record.

The course may be repeated at another accredited institution only with the permission of the Assistant Dean for Academic Affairs. Permission will be granted only if the external course is judged equivalent in both breadth and depth to the course offered at Creighton. The student must submit documentation of course content to the Assistant Dean for Academic Affairs which includes 1) the course description as it occurs in the University catalog, 2) a course syllabus which specifies any required text(s), and 3) any other official document which describes the course scope, objectives and format. The Assistant Dean for Academic Affairs will consult with the Creighton Instructor of Record in order to determine equivalency between the Creighton course and the external course. If the student receives permission to enroll in the external course and passes the course with a grade of C or better, the student is relieved of the responsibility for repeating the course at Creighton. However, the external course does not appear on the Creighton transcript and the grade earned in the external course is not used to calculate the student's QPA. The Creighton quality point average is determined only by work done at Creighton University