GRADES

Grades awarded in the Graduate College are A, B, C, D, F, S, U, I and W. The Graduate College Bulletin contains complete descriptive grade information. The following explanations apply only to those courses which are approved for Advanced Programs graduate credit:

- **S - Satisfactory**
  - Neutral in the computation of GPA
  - Signifies work of B quality or better
  - Only passing grade accepted for special problems, individual research and directed readings courses

- **U - Unsatisfactory**
  - Neutral in the computation of GPA
  - Indicates that no credit is given for work undertaken

- **W - Withdrawal**
  - Neutral grade assigned if student is passing at the time of withdrawal

- **F - Failure**
  - Assigned if student is failing the course
  - Awarded no credit hours or grade point
  - Calculated into the cumulative GPA

- **AW - Administrative Withdrawal**
  - Neutral grade assigned if the student is involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance

- **D - Indicates failure — no credit toward a graduate degree**
  - Work receiving D grade cannot be used to satisfy prerequisite requirements and/or requirements for certificates

Incomplete Grades

University policy on "I" grades often differs from military policy. OU is generally more lenient. Be sure you are aware of your services policy as it applies to recoupment of tuition assistance dollars.

I is a neutral mark and means incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an I grade is awarded. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of I will be changed to the pre-determined permanent grade. After a grade of I has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an incomplete do not apply to graduate research and graduate problem courses.

Graduate College "I." With the approval of the instructor and Graduate College Dean, a graduate student may be granted up to a one-year extension for making up incomplete work. No petitions for extensions beyond one year will be considered. After the incomplete work is made up, the instructor shall promptly report the new grade to the Office of Academic Records so that it can be posted to the student’s transcript. In any
case, the new grade must be posted to the student's transcript within one year of the deadline for making up the incomplete work (including any extension, if granted). If the new grade has not been posted within this one-year time period, the student shall have one additional year in which to file an appeal with the Graduate Dean requesting that the proper grade be posted. If no such appeal is received by the Graduate Dean within this second year time period, the grade of "I" shall be changed to the pre-determined permanent grade.

All instructional faculty are required to use the university-wide Incomplete Contract Form (PDF) when assigning a grade of Incomplete. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade.

If an incomplete is received, the “I” grade remains on the student’s record and the final grade is next to the “I” (example I/B).

**Access Student Information**

Students may access their unofficial transcript, class schedule or account information from anywhere in the world through One at [https://One.ou.edu](https://One.ou.edu)

The information provided will assist students who need to access their records, use an OU e-mail account and activate a student Web page.