

**ACADEMIC RECORDS**

**Grading System**

Grades are determined by each instructor based upon an evaluation of all assigned and completed coursework. Classroom/laboratory participation, mastery of subject matter, and promise of continuing success in sequential courses in related fields are all criteria used to evaluate progress.

- “A” represents outstanding understanding, application, and integration of subject material and extensive evidence of original thinking, skillful use of concepts, and ability to analyze and solve complex problems. Demonstrates diligent application of Learning Model principles, including initiative in serving other students.
- “B” represents considerable/significant understanding, application, and incorporation of the material that would prepare a student to be successful in next level courses, graduate school, or employment. The student participates in the Learning Model as applied in the course.
- “C” represents sufficient understanding of subject matter. The student demonstrates minimal initiative to be prepared for class. Sequenced courses could be attempted, but mastering new materials might prove challenging. The student participates only marginally in the Learning Model.
- “D” represents poor performance and initiative to learn, understand, and apply course materials. Retaking a course or remediation may be necessary to prepare for additional instruction in this subject matter.
- “F” represents failure in the course.
- “P” represents passing in the course and will not be calculated into the GPA.
- “W” represents a withdrawal from the class and will not be calculated into the GPA. However, if the class is dropped during the first 22 calendar days (including weekends and holidays) of a semester, or the first 15 calendar days of a block, no annotation will be made on the permanent academic record.
- “UW” represents an unofficial withdrawal which is given to a student who meets the following criteria: Did not complete proper withdrawal procedures; has record of non-attendance that began before the last date to withdraw from individual courses without grade earned; and did not complete any work, tests, or class-related assignments after attendance ceased. The “UW” is calculated into the GPA as a failing grade value. (0.0)
- “I” is a conditional grade. (See “Incomplete Grades.”)
- “NR” represents the grade was not reported by the instructor. A student receiving a “NR” grade should contact the instructor to request that a valid grade be submitted to the Student Records and Registration Office.
- “T” represents a temporary grade that is assigned for courses that do not fall within normal academic deadlines of any given semester. (e.g., internships)
- “IP” indicates that the course is in progress.
- “AU” indicates a course taken for audit.

**Credit Definitions**

- Attempt: The total number of credits in which a student has registered in a semester/session or cumulative basis.
- Earn: The total number of credits earned toward graduation in a semester/session or cumulative basis.
- Pass: The total number of credits passed toward graduation that do not factor into the semester/session or cumulative GPA.
- Quality: The total number of credits earned toward graduation that factor into the semester/session or cumulative GPA.
- Points: The total number of grade points earned in a semester/session or cumulative basis.

The following table indicates each grade variant at BYU–Idaho with its equivalent grade points:

One Credit of	Equals Grade Points
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
D-	0.7
F	0.0
UW	0.0
P	*
I	*
IP	*
W	*
NR	*
T	*
AU	**

\*Does not affect the GPA calculation, but may impact Satisfactory Academic progress

\*\*Does not affect the GPA calculation, does not impact Satisfactory Academic Progress, and does not appear on the official transcript.

**Incomplete Grades**

An incomplete grade (“I”) is a conditional grade only granted under the following circumstances:

1. Extenuating circumstances (serious illness, personal injury, death in immediate family, etc.) that hindered class work, and occurred after the tenth week of a semester or the fourth week of a block.
2. The student must have a passing grade at the time of petitioning for the incomplete grade. It is not a substitute for a failing grade. Therefore, an incomplete grade cannot be granted if a student is failing a class and wants additional time to submit make-up work in order to improve a grade.
3. The student must be able to complete the remaining work on an individual basis with the instructor. Re-enrollment or attendance in all or part of the same course during a subsequent semester cannot be required as part of the contract. The general length of time to fulfill the requirements of an incomplete contract is one additional semester.
4. Instructor approval is mandatory. Incomplete contracts are granted at the instructor’s discretion.

### Repeatable Courses

Repeatable courses allow a class to be taken two or more times for additional credit. Most classes at BYU–Idaho are not repeatable for credit. Repeatable courses are generally designated with an “R” at the end of the course code (ex: BIO 398R). Departments establish the maximum number of credits or times a course can be repeated. A repeated course does not replace the former grade or credit of a previously completed course. Approval to enroll in a repeatable course for the purpose of replacing a previous credit and grade must be obtained from the Academic Exceptions Committee prior to registering for the course.

### Retake Courses

Retake courses replace the credit and grade of a previously completed equivalent course even if the previous grade was higher. The most recently completed course is calculated into the GPA, earned credits, and degree requirements. Previous courses remain on the transcript and are designated as retake courses and will not fulfill degree requirements.

Students are allowed a maximum of four retakes during their BYU–Idaho experience. Retakes occur when retaking BYU–Idaho courses previously completed at this University. When a University course is discontinued the opportunity to retake that course is no longer available. Students should contact the Student Records and Registration Office for clarification on discontinued courses before attempting a retake.

BYU–Idaho courses cannot be replaced by equivalent courses from other institutions. Exceptions must be approved by the Academic Exceptions Committee. Students who transfer must recognize that a transfer institution may not accept the retake course per this definition.

### Pass/Fail Courses

BYU–Idaho offers a limited number of pass/fail courses. Students in these classes receive no letter grade; instead, they either pass or fail depending on whether or not they have met the course criteria. All pass credits count toward graduation but are not included in GPA calculations. Courses designated as letter grade cannot be changed to pass/fail, and courses designated as pass/fail cannot be changed to letter grade.

### Special Examinations

Permission to earn credit by special examination must be obtained from the applicable Department Chair. Special examinations may require the payment of a fee.

### Vertical Credit

Subject to Department Chair approval, students who have earned a grade of “C” or better in a class taken at BYU–Idaho for which there are prerequisite course(s) they have not taken, may be given credit and a “pass” grade for the prerequisite course(s). The Vertical Credit will be applied to the same semester in which the qualifications were met. To apply, students must consult the appropriate Department Chair. If approved, an application may be picked up at the Student Records and Registration Office where a credit fee will be assessed. The fee is \$15 for 0.5 to 3.0 credits, with an additional \$5 per credit thereafter. Although vertical credit counts toward total credit requirements for graduation, no grade is given toward GPA computation.

### Academic Renewal

Under certain circumstances, BYU–Idaho allows students to petition for Academic Renewal. If approved, this eliminates previous poor academic work either at BYU–Idaho or elsewhere, from the student’s academic record. Before petitioning for Academic Renewal, the following conditions must be met:

1. A minimum of four years must have elapsed since the most recent coursework to be disregarded was completed.
2. The student must have completed at least one semester at BYU–Idaho as a full-time student (12 credits or more) with a grade point average of at least 2.5.
3. The semester(s) to be considered for Academic Renewal must have a GPA below 2.0.

If Academic Renewal is approved, the permanent academic record is annotated to indicate that no work taken during the disregarded semester(s), even if satisfactory, shall be applied toward graduation requirements or GPA calculation. However, all work remains on the record to ensure a true and accurate academic history. Academic Renewal may impact a student’s retaken courses.

This policy may not be used for individual courses. Students should also be aware that this is a BYU–Idaho policy and other institutions are not obligated to honor it. Academic Renewal may be applied only once during an academic career at BYU–Idaho. Once approved, Academic Renewal may not be reversed.

### Verifications

A verification is proof of enrollment. It shows the student’s personal information with name and current dates of attendance. It is used for insurance purposes, loan deferments, scholarships, employers, government and legal offices, etc. Free electronic verifications of enrollment can be obtained by students at any time through the National Student Clearinghouse ([www.byui.edu/verification](http://www.byui.edu/verification)). Parents and interested third parties can obtain electronic verifications for a nominal fee at [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

GPA verification requests must be submitted in writing with the student’s signature due to FERPA privacy laws. Such requests can be submitted to the Student Records and Registration Office by letter, e-mail, fax, and in person. The student’s name, ID number, and an address, email, or fax number where the verification is to be sent are required. Presentation of student identification at the Student Records and Registration Office is required. Social Security numbers are not listed unless requested by the student.

Verification of a student’s directory information, such as dates of attendance or degrees earned, can be verbally obtained by contacting the Student Records and Registration Office.

### Transcript Requests

Official academic and leadership transcript requests are made online at [my.byui.edu](http://my.byui.edu). Transcripts may not be ordered by phone, e-mail, paper or fax. Transcripts can be requested by both current and former BYU–Idaho students by logging into their current or former student account. When requesting a transcript, students and former students may choose a certified electronic PDF transcript delivered within minutes of placing an order. Official electronic PDF transcripts will be provided at no cost. Students and former students may also choose a paper copy to be sent by US Postal mail or overnight delivery for a fee. Transcripts may be sent immediately, at a later date, or after grades are posted at the end of each term. Official transcripts will not be released until all BYU–Idaho debts have been paid. For more information, visit [www.byui.edu/transcripts](http://www.byui.edu/transcripts).