Grades and Reporting

University Grading System

Reporting Grades
Grades must be reported for all registered students by the grade submission deadline. For federal financial aid purposes, non-reported grades may be considered as failing. This can result in financial obligations for the student.

Never Attended
A Never Attended (NA) grade should be assigned to students who registered for a class (and appear on the roster) but never attended the class.

Failing Grades
If a student ceases attending class or submitting assignments (and has not earned a passing grade) and has not made arrangements for an incomplete (I), a failing (F) grade must be assigned.

Withdrawal (W)
For colleges, schools, and departments on the quarter system, official withdrawal during the second to sixth weeks of the term will automatically result in the recording of grades of Withdrawal (W) for all courses. In weeks six through eight W's will be given with the instructor's permission. If a student fails to complete a course and does not withdraw, a grade of (F) will be recorded on the transcript.

IP, NR and Incomplete Marks
Markers of IP (In Progress) or NR (Non-Reported) for courses on the transcript will turn to marks of Failing upon graduation if no grade has been assigned for the course.

Last Date of Attendance
Federal financial aid rules require institutions to record a student's last date of attendance if the student ceases attending a class.

Last date of attendance appears on web and paper grade rosters. It is very important the university know that a student received a failing (F) grade because s/he ceased attending class. In cases where faculty do not have an exact date, an estimate should be provided (e.g., last assignment date).

Non-Passing Grades
Students who receive non-passing grades often have all non-passing grades for a term. By federal financial aid rules, the University must consider those students to have withdrawn from the University. If DU does not have accurate records, the University and the student may face financial obligations for federal financial aid.

Grade Reports
Students may view grades for courses on the web. Grades are available on the web as soon as they are validated in the Office of the Registrar. Privacy regulations do not permit the University to release grades over the telephone. It is the student's responsibility to check his/her transcript to ensure that grades are recorded appropriately for completed courses.

For most programs at the University of Denver, grade reports are mailed upon request only. Requests to have grade reports mailed are valid through the summer term and must be renewed each academic year. Requests for mailed grade reports must be received by the last day of classes for the academic term. Grade Report Mailer forms are available in the Office of the Registrar.

Duplicate grade reports or reports requested after the end of the term may be obtained in the Transcript office for a fee.

Notes: Some units may have more specific grading guidelines and grade reporting procedures. Contact the unit for details.

Graduate Tax Program: uses a numerical grading system.

Graduate School of Social Work and Graduate School of Professional Psychology: do not award grades of D+, D, or D-.

Sturm College of Law: Faculty have 30 days after the date an exam is given to turn their grades in to the Sturm College of Law Registrar's office. Once grades are turned in, they must be processed. Required courses must fit into the mandated mean and median, which may require several adjustments by the faculty member. After the faculty member finalizes the grades, it takes 24 to 48 hours to post the grades to the web.