



**Advanced Nursing Practice Division  
Grades and Records**

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<b>Approval Authority:</b> Advanced Nursing Practice Faculty of Rutgers School of Nursing	
<b>Policy Owner:</b> Senior Vice Dean for Administration and Student Affairs	
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## 1. Policy Statement

Grades represent the quality of the student's performance, measured against standards of knowledge, skill, and understanding, as evaluated by the faculty member.

## 2. Reasons for Policy

Due to the nature of the School of Nursing academic programs, the School of Nursing has grading policies that differ from the [Rutgers Grade and Symbols Policy 10.2.2](#). Students can review the [School of Nursing Catalog](#) for current grading policies.

## 3. Who Should Review This Policy

All Rutgers School of Nursing students, faculty, and administration.

## 4. The Policy

### Grades and Grading, Grade Symbols (Graduate)

This grading scale is specific to the Advanced Nursing Practice Division. Grades represent the quality of the student's performance measured against standards of knowledge, skill, and understanding as evaluated by faculty. Grades are reported to the School of Nursing registrar at the end of each semester using the following symbols:

Grade	Definition	Numerical Equivalent	Percentage Equivalent
A	Outstanding	4.0	89.5-100
B+	Very Good	3.5	84.5-89.49
B	Good	3.0	79.5-84.49
C+	Less than Satisfactory	2.5	74.5-79.49
C	Failure	2.0	69.5-74.49
D	Failure	1.0	59.5-69.49
F	Failure	0.0	0-59.49

Graduate nursing students are required to receive a grade of B or better in all nursing courses. Graduate

students should refer to the Division of Advanced Nursing Practice Handbook for detailed grade descriptions and requirements.

### Other Grade Symbols (Graduate)

Symbol	Definition
I (Incomplete)	A grade of I may be assigned only when a student is unable to finish a non-DNP Project course due to an unanticipated event. It is at the discretion of the course faculty member whether the request will be granted. The student and faculty member are urged to reach an agreement as soon as possible outlining how the course will be completed. The "I" will have no immediate effect on a student's GPA. If the incomplete grade is not resolved by the end of the following semester (more specifically the end of the Add/Drop period of the subsequent semester), the "I" will convert to the grade earned in the absence of the completed work (which may be an F) and GPA is recalculated accordingly. Please see additional information about I grades under Incomplete and In-Progress grades.
IP (In-Progress)	A grade of IP may be assigned to allow a student currently enrolled in a DNP Project course to provide the student a time-limited opportunity to complete DNP Project course requirements (e.g., awaiting DNP proposal approval from their chair/faculty, IRB approval, and delays with project implementation, data collection, analysis, or dissemination). The student and faculty member are urged to reach an agreement as soon as possible regarding how and when the course will be completed. The IP will have no immediate effect on a student's GPA. If the situation is not resolved within a 12-month period (regardless of enrollment status) the IP converts to the grade earned in the absence of the completed work (which may be an F) and the GPA is recalculated accordingly. Please refer to the Division of Advanced Nursing Practice Handbook for additional information.
IN (Terminal Incomplete)	A non-numerical grade of "IN" is assigned to a DNP Project course when a student has failed to complete outstanding coursework within the 12-month time period permitted to resolve an In-progress ("IP") grade. The "IN" grade will not affect a student's grade point average (GPA). Students who earn an "IN" and wish to continue to the program must repeat the course for which the grade was earned. Please note, an "IN" grade can only be awarded for the same course once.
P/F (Pass/Fail)	A non-numerical grade of "P" (equivalent to grades of A, B+, B, C+) or "F" (equivalent to grades of C, D, and F). Degree credit is given for a grade of Pass. Neither Pass nor Fail grades are included in the grade point average.
SA/US (Satisfactory/Unsatisfactory)	A non-numerical grade of "SA" (equivalent to grades of A, B+, B, C+) or "US" (equivalent to grades of C, D and F) is assigned to any student registered for the Project Continuation course based on the extent to which the student has met deliverables in the Project Continuation Agreement Form. Degree credit is given for a grade of Satisfactory. Neither "SA" nor "US" grades are included in the grade point average.
NG (Not Graded)	A non-numerical grade submitted for Maintaining Matriculation.
W (Withdrawn without Evaluation)	A non-numerical grade of "W" may be used when a student has withdrawn from an individual course or from the School of Nursing. In no case shall the assignment

	of “W” be allowed when withdrawal from the School of Nursing is dated in the last two full weeks of instruction in any term. A “W” may be assigned for a course dropped after the course Withdrawal Schedule deadlines only when there are documented extenuating circumstances and authorized by the Divisional Dean. Students are allowed to withdraw from the Program/University up until the last Reading Day before final exams begin.
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### **Semester Grades Report**

At the end of each semester, grades and unofficial transcripts are available through my.rutgers.edu

At course midsemester, undergraduate and graduate students in jeopardy of unsatisfactory performance in a nursing course must receive a written or electronic notification from the course faculty or course leader/coordinator.

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### **Warning Notices/Progress Reports**

A midsemester academic warning is assigned to any graduate student for reasons including, but not limited to, an average nursing course grade of less than B (79.5 - 84.49 percent); unsatisfactory, unsafe, unethical clinical performance; and/or poor attendance.

Following a midsemester academic warning, it is the responsibility of the student to contact the faculty who issued the warning and develop an action plan. In the event the warning is for unsatisfactory clinical performance, the course leader/coordinator and Specialty/Program Director will be notified to develop and review the remediation plan.

Students are responsible for monitoring their own progress in the course to ensure they are performing at a satisfactory level. Absence of a midsemester warning does not guarantee a student will pass the clinical and/or didactic portion of a course.

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### **Student Complaints About Grades**

See the [“Entry to Baccalaureate Nursing Practice and Advanced Nursing Practice Divisions, Grade Grievance Policy.”](#)