GRADING GUIDELINES
CSP Instructors

TURNING IN FINAL GRADES
Final grades should be submitted within 7-10 days of your final class session. The best way for instructors to submit grades is online, by logging into the Instructor section of the Continuing Studies website. Alternately, instructors can fax a completed grade sheet to assistant registrar, Rolando Garcia at (650) 725-4248. Once grades are posted, our staff will send each student a grade report.

*We greatly appreciate instructors turning in grades on time, as students cannot obtain transcripts, or submit documentation for tuition reimbursement, until all of their grades have been recorded.*

GRADING OPTIONS
Grading options are selected by the student upon course registration. For most Continuing Studies courses, students have three grading option:

- **Letter Grade**
- **Credit/No Credit (CR/NC)**
- **No Grade Requested (NGR)**

**Letter Grade** – Written work is required in order to receive a letter grade. Appropriate paper lengths for Continuing Studies courses are 6-8 pages for a 10-week course, or 3-4 pages for a 5-week course. If a traditional paper does not best suit the subject matter, alternative projects can be assigned as the instructor deems appropriate. If a student elects to receive a letter grade, your grading choices are:

A  Excellent (“plus” and “minus” may be used as modifiers with letter grades)
B  Good
C  Satisfactory
D  Minimal Pass
NP Not Passed
I  Incomplete
   *(Students have up to a year to complete work otherwise the Incomplete grade defaults to No Pass.)*

**Credit/No Credit (CR/NC)** – In order to get “Credit,” attendance and participation is required. The instructor determines the participation criteria for the credit awarded, based on the subject matter and format of the course.

**No Grade Requested (NGR)** – No work is required for NGR students. No credit shall be received. Most students take Continuing Studies courses for No Grade Requested. This is also the default grading option.
(Please note: It is the students’ responsibility to choose their grading option carefully. NGR is not a suitable grading option for students requiring proof of completion for tuition reimbursement purposes, graduate school applications, etc.)

OTHER INFORMATION TO KNOW ABOUT GRADING

• Students may change their grading option up to the last day of class. Please make sure that you have the most current student list of grade preferences. A current list can be printed from Instructor Login section of the Continuing Studies website at any time.

• It is acceptable for a student to ask the instructor to change their grading option during the last class session. Instructors may override what is printed on the grade sheet and the Continuing Studies office will accept the instructor’s modification.

• Students may not change their grading option after a course is complete. The instructor is not obligated to make an exception to this rule.

• It is understandable that written assignments may not be suitable for all Continuing Studies courses, such as workshops or practice-based courses such as art studio. In these cases, grading options can be limited to CR/NC or NGR only. Such limits must be determined prior to the start of enrollment so that students can be properly informed.

• One-day workshops that do not meet the minimum criteria for a unit (10 teaching hours or more) are not eligible for credit nor letter grades. In this case, the Continuing Studies office will provide the instructor with Certificates of Attendance that can be handed out to students at the end of class.

QUESTIONS?
For questions about submitting grades or our grading policy, please contact assistant registrar, Rolando Garcia at 650.725.1779 or rpg@stanford.edu.