Grade Submission Guide for Instructors of Master’s Papers, Theses, Manuscripts and Projects

The policies for grading Master’s Project (for the sake of this guide, we will refer to all Master’s final papers, theses, manuscripts and projects as “projects”) are slightly different from other grading policies at Naropa. This guide is intended to help you submit grades for students in master’s project or extended master’s project courses.

The “Master’s Project Course”

Your department has set up one or more courses that we refer to as “Master’s Project Courses” that are requirements for students to earn the master’s degree.

- Contemplative Psychotherapy: PSYC888 Master’s Paper Seminar
- Contemplative Education: EDU850e and EDU880e Thesis Seminar I & II
- Environmental Leadership: ENV785 Environmental Leadership Capstone Seminar
- Somatic Counseling Psychology: PSYS836 and PSYS875 Thesis Research Seminar I & II
- Transpersonal Psychology: PSYT839e and PSYT880Ee Master’s Paper Online I & II
- Religious Studies: REL885 Master’s Project
- Master’s of Divinity: REL803 MDIV Research & Methodology and REL853 Theological Thesis
- MFA in Creative Writing or Writing & Poetics: WRI880 or WRI880e Final Manuscript

If there is only one required “Master’s Project Course” course, you may grade along the following options:

1. If the student has completed all work for the Master’s Project, you may assign a letter grade or a grade of “pass” according to department requirements.
2. If the student has not completed all work but has made adequate progress, you may assign a grade of SP for satisfactory progress.
3. If the student has not completed all work and has not made adequate progress, the student should be assigned an F.

If there are two required “Master’s Project Courses”, you may grade along the following options for the first course:

1. If the student has completed all work for this part one of Master’s Project, you may submit a letter grade or a grade of “pass” according to department requirements.
2. If the student has not completed all work and has not made adequate progress, the student should be assigned an F.
If there are two required “Master’s Project Courses”, you may grade along the following options for the second course:

1. If the student has completed all work for the Master’s Project, you may submit a letter grade or a grade of “pass” according to department requirements.
2. If the student has not completed all work but has made adequate progress, you may assign a grade of SP for satisfactory progress.
3. If the student has not completed all work and has not made adequate progress, the student should be assigned an F.

Implications of the “SP” or satisfactory progress grade

This should only be applied to the last (or only) time the student takes the Master’s Project course.

The student MUST register in the next semester for a course called “Extended Master’s Project” or something similar. Once the master’s project is underway, he or she may not take a semester off regardless of their plan to work, or not work, on the project.

The SP should never be changed to a final grade later (except in the case of instructor error). If the student has more work to complete, he or she must register in the next semester.

If the student has not finished his or her work for the last or only time he or she takes the Master’s Project Course, you must assign an SP or F. If you assign a letter grade or pass, registration will consider the student to be done with his or her work, and confer the degree.

The “Extended Master’s Project Course”

Students are required to take this course if they have not completed their “Master’s Project Course” coursework. They must take it every semester until they have completed the work.

If you are grading an “Extended Master’s Project Course” you may grade along the following options

1. If the student has completed all work and is done with the Master’s Project, you may submit a letter grade or a grade of “pass” according to department requirements.
2. If the student is not done with the Master’s Project but has made adequate progress, you may assign a grade of SP for satisfactory progress.
3. If the student is not done with the Master’s Project and has not made adequate progress, the student should be assigned an F.
The Rarely Given Grade of “Incomplete”

The grade of incomplete or I/F is rarely given to students taking Master’s Project or Extended Master’s project courses.

The I/F may only be given at the end of spring semester when the student feels that he or she may complete all coursework over the summer (some departments have a summer “extended master’s project” course in which case the student must register for that and cannot receive an I/F).

If, by the end of the summer semester, the student has completed his or her final work, the instructor may change the I/F to the final grade.

If, by the end of the summer semester, the student has not completed his or her final work, the instructor must change the I/F to an SP (or F) and the student must register for the fall semester.

If you encounter a situation where, at the end of fall semester, you feel that a student should receive an incomplete, please speak to the chair of your department and the registrar for guidance.

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