# Grading System

Final grades are submitted to the Office of the Registrar at the end of the semester, and these are made a part of a student’s permanent record.

The following letters denote the official grades with the meaning and their equivalent quality points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>EXCELLENT: Four quality points are allowed for each semester credit hour.</td>
</tr>
<tr>
<td>B</td>
<td>GOOD: Three quality points are allowed for each semester credit hour.</td>
</tr>
<tr>
<td>C</td>
<td>SATISFACTORY: Two quality points are allowed for each semester credit hour.</td>
</tr>
<tr>
<td>D</td>
<td>LOWEST PASSING GRADE: One quality point is allowed for each semester credit hour.</td>
</tr>
<tr>
<td>F</td>
<td>FAILURE: This mark indicates poor scholastic work or failure to officially withdraw from the course. In such cases, students must take the required courses at the next opportunity. Students may repeat an elective course if desired. No quality points are allowed.</td>
</tr>
<tr>
<td>FA</td>
<td>Unearned F - FAILURE: This mark indicates incomplete scholastic work due to non-attendance or failed to officially withdraw from the course. No quality points are allowed.</td>
</tr>
</tbody>
</table>

I

This symbol indicates that a student has completed the major portion of the requirements for a given course, but for reasons beyond expected control, such as illness or family emergency, could not complete the course requirements. An “I” must be removed prior to the last day of class of the next semester of enrollment (including Summer) or within twelve months, whichever comes first. The “I” may be changed by completing the incomplete work as prescribed by the instructor. A Grade of “I” which is not satisfactorily removed will be changed to the grade of “F” by the Registrar and will be computed in the grade point average. To remove an “Incomplete”, the student must secure a permit from the Office of the Registrar and submit it to the instructor. The instructor will execute a Request to Remove an Incomplete form and submit it to the Office of the Vice President of Academic Affairs for approval.

IP

The “IP” symbol indicates that credit has not been given in courses that require a continuation of work beyond the semester for which the student signed up for the course. The use of this symbol is approved for dissertation and thesis hours and project courses. Students may enroll in and take courses in which the “IP” symbol is awarded for up to three successive terms. With the exception of Learning Support courses, this symbol cannot be used for other courses. If the student has not completed the course(s) after successive terms, the student must request and be granted approval to re-enroll in the course(s) by the Department Chair, Dean and Vice President for Academic Affairs. This symbol cannot be substituted for an “I” (incomplete).

W

This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midpoint of the total grading period.

WF

This symbol indicates withdrawal with penalty.
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S
This symbol indicates that credit has been given for completion of the degree requirements for work other than academic course work. Use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, proficiency requirements in graduate programs courses. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval and requested by the Vice President for Academic Affairs.

U
This symbol indicates unsatisfactory performance in a student’s attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval by the Vice President of Academic Affairs.

V
This symbol indicates that a student was given permission to audit a course. The student may not transfer from audit to credit status or vice versa during the semester.

K
This symbol indicates that a student was given credit for a course via credit by examination program and requires approval (CLEP, AP, Proficiency, etc.).

NR
This symbol indicates no grade reported by the instructor, and is designed for temporary use.

Incomplete, "I" grades are not calculated in the grade point average until the 'I' is removed.