

# GRADING SYSTEM

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Final grades are submitted to the Registrar's Office 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:

Grade	Meaning
A	EXCELLENT: Four (4) quality points per semester hour
B	GOOD: Three (3) quality points per semester hour
C	SATISFACTORY: Two (2) quality points per semester hour
D	PASSING: One (1) quality point per semester hour
F	FAILURE: Zero quality points
I	INCOMPLETE
IP	IN-PROGRESS
W	WITHDRAW PASS
WF	WITHDRAW FAIL
S	SATISFACTORY
U	UNSATISFACTORY
V	AUDIT, NO CREDIT
K	CREDIT BY EXAMINATION
NR	NOT REPORTED

## Incomplete "I" Grades

A grade of Incomplete, "I", 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 Academic Services and 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.

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