

Undergraduate Grade Policy

Grades and Quality Points

Each instructor assigns grades to students based on standards established as appropriate for each class. Written papers, participation in class discussions, mid-term tests, final examinations, and class attendance may be used by an instructor to determine grades. It is the student's responsibility to comply with the criteria used in grading by instructors. Students should consult with instructors during office hours for assistance.

The class work of the student will be indicated according to the following pattern of values.

Grade	Value	Quality Points Per Credit Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	--
W	Withdrew from class	--
WP	Withdrew from school	--
P	Passing	--
IP	In progress	--
AU	Audit Class	--
S	S Satisfactory (Advanced Placement Course)	--
UF	Unofficial Withdrawal	0

A grade of "I" (Incomplete) may be submitted in lieu of a final grade when the student is absent from the final examination or has remaining course requirements due to illness, death in immediate family or similar circumstances beyond the student's control. A grade of "I" must not be given to extend the semester so that a student may complete a required assignment(s).

An undergraduate student who receives a grade of "I" is responsible for arranging to complete all course requirements. If a grade of "I" is given, the course is not to be repeated to earn a permanent grade. The unfulfilled course requirement must be satisfied by the instructor of record to change the grade of "I" to a permanent grade within 12 months after the semester for which the grade was recorded. Each grade of "I" that has not been changed to a permanent grade by the end of the designated period as listed above will

be converted to a grade of “F.” Once the grade of “I” has been converted to a grade of “F,” the grade cannot be changed. For courses such as senior project, thesis, and internship, the grade of IP “In Progress” will be given until course work is completed.

The permanent grade submitted to remove the grade of “I” must be verified by the instructor’s roll book. Change of grades must be approved by the department chair and the Vice President for Academic Affairs. The final grade of “UF” is assigned to a student who stopped attending the class and who did not officially withdraw from the class.

Whenever permanent grades are submitted to replace the “I” or “IP” grades, the grades will be reflected on the transcript in the semester in which the student originally enrolled in the class. If the degree requirements are completed at the time the “I” or “IP” grades are recorded, the “Degree Date” will reflect the semester and year in which the permanent grade is recorded.

Graduate Grade Policy

Grading System

Passing grades for graduate students are "A," "B," and "C." The grade of "I," Incomplete, may be given only when the completed portion of the course work is passing quality. It is the student's responsibility to complete the course requirements and to see that the incomplete grade is removed from his/her record.