

Grading System

Letter Grades

Letter grades given for Mid-term (reported at the 8th week of each semester) and final grades and their equivalents in quality points are:

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.75	B-	2.75	C-	1.75	D-	0.75
B+	3.25	C+	2.25	D+	1.25	F	0.00

Students are required to take at least 100 credits of letter-graded work. Grades mean: A, *Excellent*; B, *Good*; C, *Fair*; D, *Poor*; F, *Failure*.

Other report abbreviations and their meanings are:

Incomplete

INC *Incomplete*. No quality points or credits will be awarded or counted toward the calculation of a student's grade point average for incompletes unless the student is already on probation* Poor academic performance is not, in and of itself, a reason for an INC. An incomplete must be removed by the end of the fourth week of class of the following semester, unless an extension of time is granted by the instructor and the Registrar is notified. It is the student's responsibility to submit an application for an extension of time signed by the instructor of the course and submitted to the registrar in a timely manner. Four weeks after the beginning of the following semester, an INC will be recorded as an "F" and averaged into the student's grade point average. The grade can be changed within one year from the date the incomplete was submitted to the registrar's office if the instructor accepts the work in question. After one year, an INC will be permanently recorded as an "F".

*If a student is already on academic probation, an incomplete will be averaged into the calculation of the grade point average as an "F". These students must complete all work before the beginning of the next semester.

Students with an INC will not be eligible for the Dean's List or the President's List or consideration for honors until the INC is removed.

Credit/No Credit

Any student beyond their first year who carries 12 credits of letter-graded academic work may elect to take additional work on a Credit-No Credit basis in courses which are not used for the major, a minor, or any graduation requirement. First-Year students may not take academic courses on a Credit-No Credit basis, but can earn an NCR in the English composition courses until the learning objectives for the course are met.

CR *Credit*. No quality points, but credits are earned.

NCR *No-Credit*. No quality points or academic penalty. The NCR grade is a non-penalty grade assigned to specific college courses and does not affect the GPA. If the student earns an NCR, the student is required to repeat the course in order to receive credit.

Withdrawal and Non-attendance

W *Withdrawal*. Indicates withdrawal from a course before the end of the ninth week of a full-semester course or before the fifth week of a half-semester course. The grade carries no quality points or credits.

WP *Withdrawal while passing*. Indicates withdrawal while passing from a course after the ninth week of a full-semester course or after the fifth week of a half-semester course. The grade carries no quality points or credits.

WF *Withdrawal while failing*. Indicates withdrawal while failing from a course after the ninth week of a full-semester course or after the fifth week of a half-semester course. The grade carries no quality points or credits.

F *Fail*: Grade awarded to students who complete the course but fail to achieve the course objectives.

NF *Not Attending Fail*: Grade awarded to students who did not officially withdraw from the course. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

Progress

SP *Satisfactory Progress* on Senior Project. No quality points.

UP *Unsatisfactory Progress* on Senior Project. No quality points.

NG *No grade*. Used at mid-term only.

LAB No grade. Used for courses where the credits and quality points are assigned to the parent course.

Audit

AUD Audit. To audit a course, the student must mark the course "Audit" when registering for the course. It is recommended that the student have prior permission from the course instructor. Part-time students must pay a course fee. Full-time students must pay a fee if the usual credit hour value of the audited course, added to their registered for-credit course load, would total more than 18 hours. Audited courses are entered on the transcript but are not computed in the student's academic standing (no credit or grade). A course registered for credit may be changed to audit, or a course registered as audit may be changed to credit registration, only during the period designated for course addition. Related tuition and fee adjustments will be made for such changes.