

GRADING

A student's academic progress is evaluated and officially reported at the end of each semester. Faculty members are responsible for determining the method for evaluating students within the following guidelines. The symbols A, B, C, D, F, P, PT, N, NR, NC, CS, I, W, WF, FX, and AU are used to record achievement. Grades represent standards of comprehension of knowledge and the ability to communicate knowledge, and are recorded on a student record at the end of each semester. In the General Education Program, the NC grade may not be used; the PS/N grading option is not permitted except where it is the only method of evaluation for a particular course.

A-Superior; B-Above Average; C-Average; D-Passing, but below average; F-Failure; P-Pass; PT-Pass by Examination; N-Non-Pass; CS-Continued Study Required (you must enroll in the next semester in a course which satisfies the requirement); NR-Grade not provided by instructor; NC-No Credit; I- Incomplete; AU-Auditor.

Incompletes

The grade "I" (incomplete) is given in exceptional cases if, because of illness or other reasons beyond the student's control, the student is unable to complete the requirements of the course. An "I" may be removed and another grade substituted if the student completes

the course requirements to the instructor's satisfaction within six weeks of the beginning of the following semester. If the Incomplete is not removed within the prescribed period, the "I" will automatically be replaced by an F on the permanent record. It is the student's responsibility to make arrangements to complete the course requirements for the removal of the "I".

Withdrawal Grades

W-Withdrew; WF-Withdrew Failing; FX-Withdrew Unofficially (Failing). The grade of FX will be given only if the student failed to withdraw or drop officially or stopped going to class prior to the end of the semester. Failure to pass the course due to missing the final exam or failure to complete other course requirements will be recorded as an F grade rather than an FX. The grade of WF will be given for official withdrawal after the first six weeks of first third of a course. In exceptional circumstances, the

Dean of the School offering the course may approve a W upon the recommendation of the instructor after the first six weeks.

A four-point system is used to indicate quality of academic work through a grade point average:

A-4 grade point per semester hour; B-3; C-2; D-1; F, WF, and FX-0 grade points per semester hour.

Ref. BOR III - 6.20