

GRADING SYSTEM AND EVALUATION

Grading System

Grades carry the following weights in the computation of grade-point averages.

Letter Grade	GPA
A+	4.0 for each credit-hour
A	(Excellent) 4.0 for each credit-hour
A-	3.7 for each credit-hour
B+	3.3 for each credit-hour
B	(Good) 3.0 for each credit-hour
B-	2.7 for each credit-hour
C+	2.3 for each credit-hour
C	(Fair) 2.0 for each credit-hour
C-	1.7 for each credit-hour
D+	1.3 for each credit-hour
D	(Passing) 1.0 for each credit-hour
D-	.7 for each credit-hour
F	(Failure) 0 for each credit-hour
I	(Incomplete)
P	(Pass) 0 for each credit hour
S	(Satisfactory) 0 for each credit-hour
U	(Unsatisfactory) 0 for each credit-hour
W	(2018- forward: Withdrawn)
WD	(pre-2018: Withdrawn)
WF	(pre-2018: Withdrawn Failing)
WP	(pre-2018: Withdrawn Passing)
CR	(Credit) 0 for each credit-hour
NG	(No Grade Reported)
WV	(Waiver of Course or Requirement)
PR	(Progress) Course in progress (usually the final mark is determined at conclusion of the course sequence)
AU	(Audit)
X	Precedes a grade that was affected by academic misconduct penalties

Incomplete Grade

An incomplete grade in a course may be granted only with permission from the Academic Standing Board. The student shall petition the Board, giving the reasons for the desired extension of time. The statement must be signed by the instructor of the course and the student's advisor. A grade of Incomplete will be awarded only under exceptional conditions, including cases of illness, death in the family, or other extraordinary circumstances. A student will not be granted an incomplete simply because additional time is needed to complete the assigned work. Incomplete petitions normally should be submitted prior to the last day of the semester's scheduled classes, though in exceptional circumstances petitions may be reviewed through the last day of finals. Should a request for an incomplete grade be granted, completion of the work must be

accomplished by the end of the sixth week of the following semester, or any time previous, as prescribed by the instructor.

Satisfactory (S/Grade) Evaluation

Courses graded on an S/Grade basis result in an S on the transcript if the grade reported is C or above, and the grade earned if it is C- or below. The grade of Satisfactory (S) does not affect the student's GPA. Letter grades of C- or lower in an S/Grade graded course are included in the student's grade point average. Sophomores, juniors and seniors may elect to take one course per semester on the S/Grade basis. There is a limit of one course per semester which may be taken on the S/Grade basis. This option may not be exercised for courses within a student's major, minor, or concentration fields, including required cognate courses, and it is not an option for any General Education requirement. Via the appropriate form at the Registrar's office, students must request S/Grade grading, or request to switch back from S/Grade grading to a letter grade, by the end of week nine. Neither the instructor's approval nor the instructor's signature is required for a student to opt to take a class S/Grade, nor are instructors notified that a student has elected this option. A few courses are offered to everyone utilizing a "satisfactory" grading format, and such courses are not included in the option described above.

Repeating Courses

Students may repeat courses in order to develop greater mastery of the subject matter. However, second efforts do not erase original efforts, including failed first attempts, and both grades will be included in the GPA calculations. Should students take and successfully complete a course twice, they must be aware that both grades will be included in the GPA calculations but the credit hours cannot be included twice. You may wish to discuss all potential ramifications with the Registrar if this scenario is a factor for you. Students who want to re-enroll for a course for which they have already received a passing mark must receive permission from the chairperson of that department and the instructor of the course in question. Repeating a previously passed course may present Financial Aid implications.