

Grades indicating the quality of a student’s work along with the quality points given in any course are officially recorded as follows:

<u>Grade</u>	<u>Quality Point Value</u>
A+.....	4.00
A.....	4.00
A-	3.70
B+.....	3.30
B.....	3.00
B-.....	2.70
C+.....	2.30
C.....	2.00
C-.....	1.70
D+.....	1.30
D.....	1.00
D-	0.70
F.....	0.00
W.....	0.00
WF.....	0.00

If a course is repeated, the grade earned in the final attempt will be counted towards earned hours and GPA. A professor may use his or her discretion to award the grade of A+ to a student for exemplary work in a course, for an equal point value of 4.00.

Failing Due to Non-Attendance

A final grade of WF is assigned by instructors failing students due to non-attendance or non-compliance with the instructor’s attendance policy. When instructors assign a WF grade, they are asked to report the last known date of attendance, if possible.

At the end of each semester, a report is generated of all students who received a final grade of WF and who have a semester GPA of 0.00. Those students who have all WFs are assumed to be “unofficially withdrawn” from the institution.

Incomplete Grades

An **Incomplete (I)** in a course shall be granted only if the student has applied for such continuation and has received approval of the instructor in that course and the Registrar before the beginning of the examination in that course. The length of time granted for continuation after a course ends must be specified by the course instructor and shall not exceed six weeks from the date the course ends.

Until the Incomplete is removed, it is calculated as an F in the semester grade point average. An Incomplete grade not removed by six weeks after the last day of the course in which it was assigned will automatically become a failing grade.

No Grades

Faculty members may assign a **No Grade (NG)** as the final grade for an otherwise responsible student who inexplicably does not complete end-of-the-semester work for a course (e.g. term paper, final exam).

The student will have six weeks from the end of the course to complete the work. An NG counts as an F in the calculation of the student's grade point average. An NG not removed by the deadline becomes a failing grade.

Faculty members are not obligated to submit a grade of NG whenever work is not finished. When confident that a student is aware of his or her responsibility and has decided not to complete the work, a faculty member should simply calculate the final grade with the unfinished work counted as a zero.

Credit Pending Grades

A student who continues the work of a course into the next semester with the planned approval of the instructor (e.g., honors research, student teaching, field study, year-long courses) must apply for a **Credit Pending (CP)** grade when course requirements will not be completed in a given term. This form must be completed by the student, approved by the instructor, and returned to the Office of Registration and Records before the semester's examination period. The instructor must specify when the course work is to be completed. A grade of Credit Pending has no impact on the student's grade point average.