

Grades and Quality Points

The class work of the student will be rated according to the following pattern of values:

Grade	Quality Points Per Credit Hour
A Excellent	4
B Good	3
C Satisfactory	2
D Poor	1
F Failure	0
I Incomplete	0
S Satisfactory	—
U Unsatisfactory	—
W Withdrawn Without Penalty	—
*S Retakes	—
*R Repeats	—
AU Audits	—

The quality-point average shall be determined on the basis of semester hours scheduled and rescheduled in which grades of A, B, C, D, and F are recorded. However, a student may not earn credits or quality points for a course or its equivalent in which he/she has already earned a grade of A or B.

Incomplete Policy.

A grade of I (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his or her immediate family, or similar circumstances beyond his or her control, is unable to complete the course requirements or to take final examinations. A grade of I will not be submitted for reasons other than previously described. Except for circumstances noted above, an I grade will not be given to extend the semester so that a student may complete a required assignment(s).

Undergraduate students who receive an I grade must complete all work within thirty (30) calendar days from the date of the student's next enrollment. A student who receives an I grade may make up only that part of course work not completed because of an emergency. If a grade of I is not resolved into a passing grade within the allotted time, the grade becomes an F. Once a grade of I has been converted to an F because of the student's failure to complete the necessary coursework or a lapse of the allowable time, no additional grade change will be allowed except under extreme circumstance(s) as recommended by the deans and approved by the Vice President of Academic Affairs.

If an undergraduate student has not enrolled in the university within a year of receiving a grade of I, the I will be converted to a permanent grade of WI and the student will not have the opportunity to change that grade.

Graduate students who receive a grade of I must complete all work no later than the last day of class of the next semester (excluding summer) whether the student is enrolled or not. Failure of graduate students to remove an I grade during the specified time will result in an automatic grade of "F." Once a grade of I has been converted to an F because of the student's failure to complete the necessary coursework or a lapse of the allowable time, no additional grade change will be allowed except

under extreme circumstance(s) as recommended by the deans and approved by the Vice President of Academic Affairs. I grades are not permitted for thesis and dissertation credits.