

SCHOLARSHIP REQUIREMENTS**UNITS**

A credit or semester unit represents one hour of class work per week for one semester. It is assumed that two hours of preparation are required for each hour in class. Three hours of laboratory per week are the equivalent of one unit. In a limited number of courses two hours of laboratory per week are the equivalent of one unit.

GRADES

A—Exceptionally good.

B—Above average.

C—Average.

D—Below average.

F—Failure.

INC—Semester requirements less than one-third incomplete, work of passing grade.

IP—Continuing work in progress, status satisfactory.

P—Passed without grade.

W—Official withdrawal.

AU—Audit.

An INC is given only when a student who has been doing passing work finds it impossible for justifiable reasons to complete the assignments of the last one-third (or less) of the course. If the course is taken in regular session, the student is obligated to make up the incomplete within the next semester in which he is registered, and the instructor, if he is on campus, is obligated to assist him in doing this. If the course in which the INC was received was taken in a summer session, the student is obligated to make up the incomplete not later than the next following summer. A student may be able to make up an incomplete without being enrolled; he should in every case confer with the instructor concerned. In the absence of the instructor who has assigned the grade of Incomplete, a student seeking to make up this grade should consult the department chairman. In no instance may the INC be made up later than one year after the end of the semester or session in which the grade was given. No student may be required to repeat a course in which he has received an INC unless he wishes to receive credit and the time for making up the grade has passed.

The IP grade may be used only in courses designated on the approved IP grade course list published by the office of Academic Vice President. The IP remains on the transcript without penalty. Any subsequent completion of the course within the permitted time limit is shown by a later entry. Three semesters are permitted for completing a 299 course without reregistration; all other courses given IP grades operate under the same time limit as the INC.

The grade of P may occur in connection with any Pass-Withdraw enrollment (see Regulations and Procedures—Pass Withdraw Grading) and in certain other courses where all students are graded on this basis.

GRADE POINTS

For each unit of credit the student receives grade points as follows:

A—Four grade points per unit of credit.

B—Three grade points per unit of credit.

C—Two grade points per unit of credit.

D—One grade point per unit of credit.

P—Units allowed but not counted in grade-point average.

INC, IP—Neither units nor grade points counted until final grade recorded.

F—Units counted, no grade points.

AU—No units or grade points allowed.

The above grade point system became effective February 1, 1969. Until February 1, 1969, a grade of FW was used; units of FW were counted as "units attempted"