

GRADES, SCHOLARSHIP, RECORDS

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.
- I—Semester requirements less than one-third incomplete, work of passing grade.
- CR—Credit for units completed, work of A, B, or C quality in undergraduate courses and A or B quality in 200-level courses. Not included in grade-point average.
- NC—No credit for units attempted, work of D or F quality in undergraduate courses and C, D, or F quality in 200-level courses. Replaces I grade in courses where CR-NC grading is used if required work is not completed within required time. Not included in grade-point average.
- W—Withdrawal after the fourth week of instruction.
- AU—Audit.
- RD—Report delayed.
- SP—Continuing work in progress, satisfactory progress.

INCOMPLETE

The I grade of incomplete signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated. Reregistration in the course is *not* used to remove an I grade.

An Incomplete grade is normally made up during the next semester; however, it must be made up within one calendar year immediately following the end of the term on which it was assigned. An I grade not made up within one calendar year after the grade has been recorded, will be changed to an F (or an NC if CR-NC grading was approved). Any incomplete grades must be cleared before a degree is awarded. In the absence of the instructor who has assigned the Incomplete, a student seeking to make up this grade should consult the department chairman. No student may be required to repeat a course in which the student has received an I grade unless he or she wishes to receive credit and the time for making up the grade has passed.

Failure to complete the assigned work will result in an "incomplete" being counted as equivalent to an F (or NC—see above) for grade-point average and progress-point computation.

CREDIT

The CR grade may be assigned in connection with any credit-no credit enrollment (See regulations and procedures for *Credit-No-Credit Grading*).

WITHDRAWAL

The W grade indicates that the student was permitted to drop the course after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in computation of grade-point average or progress points.