

## GRADES, SCHOLARSHIP, RECORDS

### AUDIT STATUS (AU)

Persons wishing to attend classes without matriculating or receiving college credit may register as auditors. Auditors must register during the late registration period. Students enrolled in audit status only may not transfer to credit status without completing admission procedures. This must be done within the first two weeks of instruction.

Matriculated students may audit courses in addition to those in which they are registered for credit.

Enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students. Regular class attendance is expected and the student may be required to participate in any or all classroom activities at the discretion of the instructor. An audited course will not be listed on the student's permanent record if the requirements for auditing the class are not met. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the fourth week of instruction.

Credit for courses audited will not subsequently be granted on the basis of the audit. (See current *Schedule of Courses*.)

### INCOMPLETE (I)

The symbol "I" (Incomplete Authorized) indicates 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 attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. 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.

Normally it is expected that the student will make up an "I" grade during the next semester; however, it must be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. An extension of time may be granted with justification by contacting the Registrar prior to the end of the second semester.

Failure to complete the assigned work will result in the "I" being counted as a failing grade for grade point average and progress point computation. An "I" grade not made up within one calendar year after the grade has been recorded will be changed on the transcript to an "F" (or an NC if CR-NC grading was approved).

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. A student may not be required to repeat a course in which an "I" grade was received unless he or she wishes to receive credit and the time for making up the grade has passed.