

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 and P grades may be used only in courses designated in advance by the appropriate School Dean. 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 does the INC.

#### 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, FW—Units counted, no grade points.

AU—No units or grade points allowed.

The above grade point system was effective September 1, 1964. Prior to that date the grade of INC was counted in units attempted but no grade points were allowed. Between September 20, 1956, and September 15, 1961, grade points were computed as follows: the E grade was used for Condition to be changed to D when condition was removed; P counted two grade points per unit of credit; E counted no grade points per unit. Prior to September 20, 1956, the system was: A, 3 grade points; B, 2; C or P, 1; D, E, F, FW, INC, 0. Prior to September, 1948, grades E, F, FW, and INC carried minus one grade point per unit. An incomplete, when properly made up, will receive the units and grade points appropriate to the mark finally earned.

Since September, 1941, a student may repeat any course in which a mark lower than C was received. Degree credit will be allowed only once for any course. Effective September 19, 1957, a repeated course has been counted as units attempted and is credited with the appropriate grade points earned by the repetition. Prior to the fall semester, 1957, the grade made upon repetition was accepted in place of that established earlier and units attempted were not charged. Occasionally a student wishes to repeat a course in which he earns a C. Such repetition is recorded on the transcript but is not figured in unit or grade-point totals.