

The instructor computes the course grade, with a zero assigned to the incomplete work, which shall be assigned to the course if the unfinished course work is not completed by the stated deadline.

- The incomplete grade must be removed before the end of the drop/add period of the following semester. After the unfinished work is completed and evaluated, the course instructor completes a change of grade form and submits it to the dean for approval before it is sent to the Registrar's Office for final action. The final semester GPA will be calculated as soon as the final grades of the incomplete courses are turned in.
- Credit for an incomplete course will be assigned to the semester in which the course was taken.
- Graduation requirements shall be considered complete and the student is cleared for graduation when all Incompletes are resolved.
- If the circumstances for receiving an "I" grade persist then a grade of "WE" will be assigned to the course upon the recommendation of the Dean of the concerned College.

### **Change of Grade**

A course grade cannot be changed after it has been submitted. If extreme circumstances warrant a grade change, the course instructor explains the reasons on a "**Change of Grade Form**" and submits it through the department chairperson to the dean for approval before it is sent to the Registrar's Office for final action within one week of grades posting. Grade cannot be changed after the Bachelor Degree is awarded.

### **Grade Point Average (GPA)**

#### **Semester GPA**

The Semester GPA is computed as follows:

1. Determine the course quality points by multiplying the number of the course credit hours by the numeral (see the "Grading System" section below)
2. Add the total quality points and the total number of corresponding credit hours.
3. Divide the total quality points by the total number credit hours.

The higher grade of a repeated course is used in the computations. A "W" grade is not included in the GPA computations.