

## The Incomplete Grade

An Incomplete Grade (I) may be recorded by faculty if there is verification of illness/injury, death in the family, or some other extenuating circumstance that has prohibited the student from completing the course work and/or taking the final exam. To receive an Incomplete, the student must have completed a majority of the course work and his/her performance to date suggests that the student has a reasonable chance to pass the course. Faculty must file an "Incomplete Grade Submission" form and it must be signed and filed with the respective department chair. Once work has been completed as identified on the Incomplete Grade Submission form, faculty will sign, date, and record the final grade. Additionally, the department chair and Dean of the Faculty will sign the form and forward it to the Office of the Registrar for conversion to a credit-bearing grade. The deadlines are March 15 (for Incompletes awarded in the summer and fall semesters) and November 15 (for Incompletes awarded in the spring semester). Incomplete Grades will convert to Failure (F) if these deadlines are missed unless a request for an extension is made by the faculty.

## Extension of an Incomplete

A request for an extension of the time limit to complete the work necessary to change the Incomplete to a credit-bearing grade must be submitted in writing by the faculty and received in the Office of the Registrar prior to the original deadline.

## Verification and Appeal of Student Records

The student is responsible for verifying the accuracy of his/her academic records. Grade appeals should be made immediately after the grade in question is received. **No appeals will be considered after one year has elapsed or after graduation.**

## Computing the Grade Point Average (GPA)

To calculate GPA, find the sum of the products of the grade quality points times the course credit and divide that product by the total credit hours. Example:

<u>Course</u>	<u>Grade</u>	<u>Points</u>	<u>Credits</u>	<u>Products</u>
ENG 207	B+	3.30	x 3	= 9.90
MAT 106	A	4.00	x 3	= 12.00
SPN 101	A	3.70	x 4	= 14.80
SOC 101	B	3.00	x <u>3</u>	= <u>9.00</u>
Sums			13	45.70
GPA = Sum of Products / Sum of Credits = 45.70 / 13 = 3.52				

### **Grades in Off-Campus Programs**

Grades for credits earned at Lincoln must be assigned by a member of the Lincoln faculty. When a student earns credit for an internship or other off-campus work, the responsible faculty member will receive the report or recommendation from the person supervising the work and then assign a grade. These courses are generally offered on a pass/fail basis only.

### **Transfer Credits in Undergraduate Programs**

Credits accepted in transfer from other institutions that were completed prior to a student's initial enrollment in Lincoln University is not included in the computation of the cumulative grade point average. Such credits are, however, included in the determination of a student's (1) grade level, and (2) cumulative attempted credits but only for the purpose of selecting the GPA minimum in the definition of satisfactory academic progress.

Transfer credits accepted from other institutions that received prior approval, as a repeat for a course taken at Lincoln will be included in the computation of the student's Lincoln University cumulative grade point average, earned, and attempted credits. Prior approval as a repeat will not be granted for any course in which a grade of "C" or better was earned.

Lincoln University students are permitted a maximum of twelve (12) credit hours taken as "online" (distance learning) from other accredited institutions. These credits will be applied to the 120-124 needed for graduation provided all other existing regulations are fulfilled, e.g., earned a final grade of C or higher.

Credits from other institutions that: (1) are taken after a student's initial enrollment at Lincoln, and (2) do not constitute a repeat of courses taken at Lincoln, may be accepted in transfer, but a maximum of 12 credits of a C or better and their associated quality points may be included in a student's Lincoln University cumulative grade point average.

### **Transfer Credits in Graduate Programs**

A maximum of six credits taken at other institutions may be used in meeting the requirements of the other graduate degrees. The courses must have been taken no more than five years prior to the student's matriculation in the degree program. All transfer courses must have a grade of "B" or better and be approved by the academic department.

### **Repeating a Course**

Students may not earn credits more than once for taking a course more than once unless the course has been designated as *repeatable for credit*. The Registrar shall determine, in consultation with the Department Chair, when two courses that are sufficiently similar will be considered to be the same course. Private music lesson courses are an example of courses that are designated as repeatable for credit.

When a course is repeated the GPA calculation will include only the points and credits associated with the best grade. All points and credits in courses designated as repeatable for credit are included in the GPA calculation