



EXPLANATION NOTES OF OFFICIAL ACADEMIC TRANSCRIPT

Unless otherwise stated for a particular course or program, the University awards letter grades in recognition of academic performance in each course as follows:

Letter Grade	Points
A	100 - 93
A-	92 - 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 - 77
C	76 - 73
C-	72 - 70
D	69 - 60
F	59 - 0
I	Incomplete
IF	Incomplete/Failure
W	Withdrawn

N/A Not Applicable - Pure research degree programs are not applicable to award grades/marks. Instead, classification will be awarded in results of distinction, credit, pass or fail.

W Withdrawal - The University will award a "W" grade upon the student's official withdrawal from the course within the first 4 weeks of the semester.

I Incomplete - If a student has not satisfied the requirements for a course by the end of semester, and the student has completed 75% of the course work required, the learner may request an incomplete grade through his or her faculty. If approved, the Faculty Dean will issue a grade of "I." The student will then be given 30 days beyond the original semester end date to finish the course. At the end of 30 days, a letter grade, A through F, will be recorded based on work submitted. Incomplete grades do not apply to dissertation or practicum courses.

IP In Progress - Applies only to dissertation or practicum courses. If a student has not satisfied the requirements for a course by the end of the semester but is making satisfactory progress, the Faculty Dean will issue a grade of "IP". If an "IP" is issued for a dissertation course, the Dissertation Committee Chair will communicate that action to the other members of the Dissertation Committee. Students who receive an "IP" must re-enroll in the course, and pay the additional tuition. Zero course units will be awarded for an "IP" grade.

S Satisfactory - Indication of satisfactory academic progress. **U Unsatisfactory** - Indication of unsatisfactory academic progress. Students who receive a "U" grade may not be allowed to continue with their program of study.

C Cancelled Course - Course is cancelled before the official course start date.

R Repeated Course - When a course is repeated, the grade earned for that course is replaced with an "R". The entry for that course and the "R" designation remain on the student's transcript. An additional entry for the course and the grade earned is made on the student's transcript when the course is repeated. Only the later grade earned upon repeating the course will be used in computing the GPA.