

Grading, Including Incompletes

Grades are based on daily work, classroom projects, and examinations. In all courses, except those designated as credit/no credit or pass/fail, scholarship is ranked as follows: *A*, exceptional; *B*, superior; *C*, average; *D*, poor; *F*, failure; *I*, incomplete; *W*, withdrawal; and *FN*, failure, nonattending. Grade type (A-F versus credit/no credit or pass/fail) cannot change unless an official course change has been approved by the appropriate council prior to the course being offered for a particular semester. Unit values for a course cannot be changed from the published values unless an official course change has been approved by the appropriate council prior to the semester the course is taken. For each unit in which the student is enrolled, points are awarded according to the grade earned as follows:

Grade A	4.0 points	Exceptional
Grade A-	3.7 points	
Grade B+	3.3 points	Superior
Grade B	3.0 points	
Grade B-	2.7 points	
Grade C+	2.3 points	Average
Grade C	2.0 points	
Grade C-	1.7 points	
Grade D+	1.3 points	Poor
Grade D	1.0 point	
Grade D-	0.7 points	
Grade F	0 points	Failure
Grade W	0 points	Withdrawal
Grade IN	0 points	Incomplete, No Paperwork
Grade FN	0 points	Failure, Nonattending
Grade I	0 points	Incomplete
Grade NC	0 points	No Credit
Grade CR	0 points	Credit
Grade P	0 Points	Pass
Grade NG	0 points	No Grade - Lab
Grade AU	0 points	Audit
Grade IP	0 points	In Progress
Grade NR	0 points	Not Recorded

The following is a suggested course grading scale:

Grade A	93-100%
Grade A-	90-92%
Grade B+	87-89%
Grade B	83-86%
Grade B-	80-82%
Grade C+	77-79%
Grade C	73-76%
Grade C-	70-72%
Grade D+	67-69%
Grade D	63-66%
Grade D-	60-62%
Grade F	0-59.9

A grade of *D-* or better is required in undergraduate courses taken at APU to satisfy General Education requirements (<http://catalog.apu.edu/academics/general-education/>) or to receive a passing grade in major courses unless a higher grade is specified by your major/department. Students who want to transfer a course from another institution to satisfy General Education requirements or major requirements must earn a grade of *C-* or better. General Education courses that satisfy major requirements may require a higher grade than the minimums listed above.

All undergraduate students must earn a minimum cumulative grade-point average (GPA) of 2.0 in all university work attempted. Transfer students must also earn a minimum cumulative GPA of 2.0 in work completed at Azusa Pacific University. Some departments/schools also require a minimum cumulative GPA for major courses.

Incomplete (I) Grade

The grade *Incomplete (I)* is given only under special circumstances, such as illness or other unforeseeable circumstances that can be verified, providing that the student's work in the course was of passing quality. An *I* grade may be given upon recommendation of the professor with the permission of the appropriate academic chair, and dean. To obtain an *Incomplete*, the student must fill out the online Incomplete Form (<https://www.apu.edu/student-services/registration/#ugforms>). The filing deadline for the form is the last day of finals. The form will be sent to the instructor, chair, and dean for review and decision. An *Incomplete* may be granted for up to 12 weeks from the date of issue; a petition for an extension beyond the 12 weeks will be subject to review by the faculty member and the appropriate academic dean. To petition for an extension, students must fill out a new Incomplete Form. Failure to submit an Incomplete Form or make up the missing coursework within the allotted period will automatically result in an *F*. An *IN* grade reflects an *Incomplete* with no filed paperwork at the time grades were issued, placing the student in danger of receiving an *F* if the paperwork doesn't get filed.