

Policies to Remember

- **Incompletes** – An instructor assigns an “I” due to extenuating circumstances that prevents a student from completing a course *where most of the work has been completed*. An “I” requires a written contract agreement between the professor and student. The contract should specify the time and manner in which the student will complete the course requirement. The “I” will automatically turn to an “F” within one year of when the “I” was assigned for the course.
Note: The professional advisor has the contract form
- **D grades**- Students can not receive a “D” in any course required for their major or minor.
- **S/N** – Students can not take courses required for their major S/N.
- **Bracketing** – If a class is repeated, the initial grade is excluded from GPA and noted as such on the transcript. However, all courses and grades are a part of the official transcript.
- **Probation** – Students on probation must meet with the professional advisor. Students are placed on academic probation if either their term GPA or cumulative GPA is below 2.00. Probation status continues until both the term and cumulative GPAs are at least 2.00. Academic suspension will occur when the term GPA is below 2.0 for two consecutive terms and the cumulative GPA is below 2.0.
- **Complete Withdrawal from the University** – Students can completely exit the university by canceling all their courses for the current term up through the end of the eighth week of classes. Students can petition to completely withdrawal from after the eighth week of classes, but they must be able to demonstrate extenuating circumstances if they want to completely withdrawal . The petition should be submitted to the Student Scholastic Standing Committee.