it is the prerogative of the professor to determine the nature, extent, and due date of 
makeup work. If the reason for the late work is not excusable by Seminary definition, 
there is no obligation for the professor to provide makeup opportunity. (See the 
General Academic Regulations section in this catalog for the Seminary's definition 
of excused.)

**Examinations**

**Examinations during the Semester**

All regular examinations must be taken at the time announced by the professor. 
Makeup tests may be reduced in grade or refused by the professor at his or her 
discretion if the student’s absence from the scheduled test is unexcused by Seminary 
definition. All makeup tests must be completed within two weeks at the time and 
place designated by the professor.

**Final Examinations**

A final examination is given in each class. Final examinations are to be taken at the 
time scheduled by the Seminary. No test may be taken early, and a student absent 
because of illness or excusable emergency must make up the examination at the 
instructor’s discretion within two weeks. Take-home final examinations may be 
distributed at any point during the course by the professor and are due no later than 
the final day of the examination schedule. Final examinations may be rescheduled 
only by special petition to the Master and Undergraduate Committee.

**Incomplete Work**

All work required in a course is due by the end of the semester. Incomplete grades 
(I) are given only when emergencies or physical difficulties prevent students from 
completing their work. Any course work incomplete at the end of the semester may 
be made up only at the discretion of the professor and in accordance with his or her 
instructions. A grade penalty will be assessed even though the student is allowed to 
make up the work. Any grade of Incomplete (I) must be removed within thirty days 
after the end of the semester or the grade automatically becomes an F.

**Grading Regulations**

**Grading Scale**

Grade point averages are determined on a 12-point grading system. The grade point 
value of each letter grade is listed below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>97–100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>95–96</td>
<td>3.8</td>
</tr>
<tr>
<td>B+</td>
<td>93–94</td>
<td>3.5</td>
</tr>
</tbody>
</table>