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:

- **A**: 97–100
  - 4.0 quality points per semester hour
- **A-**: 95–96
  - 3.8 quality points per semester hour
- **B+**: 93–94
  - 3.5 quality points per semester hour
<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Quality Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>90–92</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>87–89</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>84–86</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>81–83</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>77–80</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>75–76</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>72–74</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>70–71</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The 12-point grading system allows a student the possibility of graduating with a perfect 4.0 average. A cumulative grade point average of 2.0, however, will constitute the lowest passing average to graduate. A cumulative grade point average below 2.0 will be the basis for academic probation.

**Course-Related Code Designations**

- **I**: Incomplete; becomes an F if not removed within thirty days after the end of the semester
- **TR**: Transfer credit accepted from another institution
- **WP**: Withdrawal before twelve class hours; no penalty
- **WF**: Failure due to withdrawal after twelve class hours
- **FA**: Failure due to excessive absences
- **AU**: Audit completed
- **AW**: Withdrawal from an audited course; no penalty
- **AN**: Audit not completed; no penalty
- **AS**: Advanced standing granted in a required course; alternate prescribed elective course to be taken
- **P**: Pass
- **EX**: Exempt
- **CO**: Course completed

**Failure of a Course**

A required course in which a grade of F is received must be repeated until a passing grade is achieved. If a grade of F is received in an elective course, the course may be repeated or another elective course may be attempted. In either event, the cumulative grade point average of a student must be maintained at the level of at least 2.0 on a scale of 4.0 in order for the student to continue working toward graduation without restriction.

**Transcript Records of Grades**

All grades are permanently recorded on the student’s academic transcript and become a part of his or her scholastic record. An unsatisfactory grade (D or F) in a course must remain on the transcript and is used in calculation of the student’s grade point average.