



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 6.7.2*

Effective August 13, 2009

Letter from the President

Rules and Regulations

Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

 Print using your browser's print function.

Staff Handbook

 Print using your browser's print function.

System of Grading

Employees covered by this policy

This policy applies to all Faculty employees at LU and applicants of positions.

Policy

The following system of grading shall be in effect: **Grades**

- "A"** work of exceptionally high quality;
- "B"** work of superior quality but somewhat lower than "A";
- "C"** work of medium or average quality;
- "D"** work of an inferior quality;
- "F"** failing work;
- "PR"** (Progress-Re-enroll) indicates a student has made satisfactory progress in ENG 90 Basic English and must re-enroll in the course the following semester. This has no effect on GPA. A student may receive a "PR" only once for this course;
- "S"** work of satisfactory quality;
- "U"** work of unsatisfactory quality;
- "I"** indicates a student has maintained an average of "D" or better but has not completed a small but essential part of the regular coursework;
- "X"** indicates a student was absent from the final examination with the prior approval of the instructor or the dean of the college in which the course was taken;
- "W"** indicates a student has dropped a course after the last day to register and/or add courses in any given term or semester; if a student withdraws from all courses, the "W" is awarded for each withdrawn course;
- "H"** indicates a student has been a "hearer" (auditor) in a course;

All grades are final except "I" and "X." To remove the "I" and "X," the student must complete the required work within the first four weeks of the following semester for undergraduate credit, or before the end of the following semester for graduate credit. Should the student not enroll the following semester, the incomplete work must be completed before the end of one calendar year from the end of the semester in which an "I" or "X" was received. Any extension of time must be approved by the college dean or the director of Graduate Studies. Failure to meet this four week or one year deadline will result in the incomplete grade changing to an "F." Any extension of time must be approved by the college dean or director of Graduate Studies.

Final grades shall be recorded and reported to the student at the end of each semester and summer session and become a part of the student's permanent record at Lincoln University.

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University Human Resource Services
Revised July 9, 2009