

Exam Regulations, Assessment and Grading

Letter Grade Conversion Table

This section presents the conversion table for the letter grades assigned to students for each course at the end of the semester, along with brief explanations of these grades. Students' academic performance is evaluated by the course instructor based on in-semester work and end-of-semester examination results. Letter grades are defined using coefficient values on a 4.00 scale and also correspond approximately to achievement ranges on a 100-point scale. This grading system serves as the basis for calculating the student's overall Grade Point Average (GPA).

The coefficients of the letter grades and their approximate equivalents on the 100-point scale are provided below.

Score	Letter Grade	Coefficient
90-100	AA	4
85-89	BA	3.5
80-84	BB	3
75-79	CB	2.5
70-74	CC	2
60-69	DC	1.5
50-59	DD	1
49 and below	FF	0

Additional Grades Provided Beyond the Above Letter Grades:

I–Incomplete, **S**–Satisfactory, **P**–Progressing, **EX**–Exempt, **W**–Withdrawn, **NA**–Absent

(I) Grade is assigned by the instructor to students who, due to illness or other valid reasons, are successful during the term but have not completed the requirements of the course. A student receiving an (I) grade must complete the missing requirements and obtain a grade within 15 days from the date the grades are submitted to the Student Affairs Office. Otherwise, the (I) grade automatically converts to (FF). However, in cases of prolonged illness or similar situations, the duration of the (I) grade may be extended until the beginning of the next registration term with the recommendation of the Department Chair and the approval of the Faculty Administrative Board.

(S) Grade is given to students who pass courses that are not included in the grade point average. The (S) grade is also given for courses previously taken and recognized as equivalent by the Faculty Administrative Board to students transferring from another university or re-enrolling via entrance exam. Students transferring from outside who are required to retake any course according to regulations cannot receive an (S) grade. The (S) grade is not included in GPA calculations.

(P) Grade is given to students who are continuing courses that are not included in GPA calculations.

(U) Grade is given to students who fail courses that are not included in GPA calculations.

(EX) Grade is given to students exempted from certain courses based on a departmental exemption exam as determined by the Senate. The (EX) grade is not included in GPA calculations but is shown on the transcript.

(W) Grade is used for a course withdrawn after the normal add/drop period within the first ten weeks of the term with the recommendation of the advisor and the permission of the instructor. The following rules apply:

(a) Students cannot withdraw from courses in the first two semesters of their undergraduate program.

(b) Students cannot withdraw from a course they are required to retake, previously received a (W) grade, or is not included in GPA. Withdrawal is not allowed if the student's course load falls below 2/3 of the normal load. A student may withdraw from a maximum of one course per term and up to six courses throughout their undergraduate education with advisor recommendation and instructor approval.

(NA) Grade is given to students who, despite being enrolled, do not attend the course.

I	Incomplete
S	Satisfactory Completion
U	Unsatisfactory
P	Successful Progress
NP	Not Successful Progress
EX	Exempt
NI	Not included

W	Withdrawal
NA	Never Attended