

**Grades earned by  
undergraduate students  
include the following:**

- A** 4.0-Superior Performance
- A-** 3.7-Superior Performance
- B+** 3.3-Good Performance
- B** 3.0-Good Performance
- B-** 2.7-Adequate Performance
- C+** 2.3-Adequate Performance
- C** 2.0-Adequate Performance
- C-** 1.7-Adequate Performance
- D** 1.0-Poor, but passing,  
Performance
- F** 0-Failing Performance
- FX** Failure due to excessive ab-  
sences or unauthorized absence from  
the final examination.
- P** Passing. For most internships  
and student teaching. Juniors and  
Seniors may take one free elective  
each semester as P/F. Must file pa-  
perwork with the associate dean in first  
week of semester.
- I** Incomplete. Faculty may request  
this option of the Associate Dean only  
for severe illness or extreme circum-  
stances near the end of the semester.



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## **Incomplete Grade Policy**

FAQ's about the  
possibility of  
completing  
coursework after a  
semester ends

**Q: Who would request an incomplete grade?**

**A:** Students who have had serious and well defined reasons for failing to fulfill all requirements of a course, sometimes including the final exam, may request an incomplete grade.

**Q: Are requests for an incomplete grade granted to everyone?**

**A:** Incompletes will not be granted to students who have been absent excessively during the semester or to those who have failed to complete coursework before the close of the semester without an exceptionally good reason.

**Q: Who grants an incomplete grade?**

**A:** After a student petitions an instructor for an “incomplete” the instructor then puts the request in to the appropriate Associate Dean.

**Q: What are some examples of reasons that students may receive an incomplete grade?**

**A:** Prolonged illness or hospitalization during the semester, serious illness at time of final exam or other unusual circumstances.

**Q: What happens when an incomplete grade is granted?**

**A:** When granted, it is merely temporary and will be changed to an “FX” grade if a final grade is not submitted within six weeks after the close of final examinations to the appropriate Associate Dean. The Associate Dean then forwards the grade change to the Office of Student Records and Registration.

**Q: Can students make the Dean’s or Merit lists if they have received incomplete grades?**

**A:** Students who receive an “Incomplete” grade will be eligible for the Dean’s or Merit lists once the

work is completed and a passing grade is submitted. The “Incomplete” grade must be changed within six weeks from the end of final examinations deadline.

**Q: Where can faculty pick up applications for an Incomplete Grade?**

**A:** Applications for Business and Arts and Sciences can be found in 103 Bagen Hall; applications for the Education department can be found in the Science Bldg. HO - 014.

