GRADUATE PROGRAM OF LITERATURES IN ENGLISH

REPORTING ON FINAL GRADES

Because of the deadlines used in the Graduate Program, rosters are normally returned before all work for the course has been completed. In this case, the instructor enters "IN" in the "Grade" column.

If work has been completed and read, the instructor enters the internal grade in the "Remarks" column of the final grade roster, and the external grade in the "Grade" column. (See below for internal and external grades.)

On the student evaluation form, submitted when all course work has been read, the instructor enters only the internal grade. (The graduate office will translate this into an external grade, and submit a change of grade form to the Graduate School to convert the Incomplete to a letter grade.) In assessing students' progress, the program uses the internal grades.

University transcripts show external grades only. Students are responsible for checking their transcripts (in their files in the graduate office) from time-to-time, and for reporting any errors.

Equivalences between the two grading scales are as follows:

Internal grade	External Grade
A	A (4.0)
A-	A
A-/B+	B+ (3.5)
B+	B+
B	B (3.0)
C+	C+ (2.5)
C	C (2.0)