

# POLICIES AND PROCEDURES

The University provides a list of campuswide official policies (<http://policies.unc.edu>). The policies and procedures in this section of the catalog include information about course credit; registration and enrollment; attendance, grading, and examination; academic standing, transcripts; and other important information.

## Regulations and Requirements for Undergraduate Students

Students are responsible for observing the procedures, regulations, and requirements of the University as they are set forth here and in other official University publications. This section describes many of the requirements and regulations that apply to undergraduates, but it is not a complete list of all such regulations and requirements. Unless otherwise stated, the regulations described in this section will govern the academic progress of students from their first year in the General College through their final semester in the College of Arts and Sciences or one of the undergraduate professional schools. The staff of the University will gladly provide students with detailed information concerning their academic program or academic problems, but this does not relieve any student of individual responsibility for meeting the University's requirements and observing University regulations.

## Regulations and Requirements for Graduate Students

The *Graduate School Handbook* contains most of the policies and procedures of The Graduate School at the University of North Carolina at Chapel Hill. Students should become familiar with the material pertaining to their degree programs, and, together with their faculty advisors, make certain that the chosen program of study complies with all policies.

**If University policies change during the academic year, those changes will appear here.**

Referencing the Attendance, Grading, and Examination section at:

<https://catalog.unc.edu/policies-procedures/attendance-grading-examination/> :

Bold, italic text in the following section changed in January, 2022, and is now current:

### Temporary Grades (IN and AB) and FA Grades

Any student who ceases to attend a class without officially being dropped or withdrawn may receive a temporary grade of AB or IN or a permanent grade of FA.

Students who do not complete all requirements in a course by the end of the semester, but who could pass the course if they did, receive a temporary grade of IN (incomplete) or AB (absent from the final exam) in place of a permanent letter grade. Grades of IN and AB do not affect grade point average. Students who do not complete the course requirements within a specified period of time are assigned permanent F\* grades on their academic transcripts by the Office of the University Registrar.

The instructor must report the grade of AB for any student who did not take the final examination and who, by taking the final examination, could pass the course. This AB grade later converts to an F\* unless the student

arranges to take the final examination ***before the last day of finals of the next regularly scheduled semester (fall or spring)***. If the student cannot pass the course regardless of a final examination performance, the instructor must report the grade FA. The grade of FA (cannot pass the class) is a permanent failing grade. A grade of F may be assigned instead of a temporary grade or a grade of FA when a final examination is not required in the course.

The grade IN may only be assigned by an instructor to a student who took the final examination in a course but did not complete some other course requirement (including signing the honor pledge) and who, by virtue of completing that missing work, might pass the course. ***Unless removed before the last day of finals of the regularly scheduled semester (fall or spring) following its assignment, an IN converts to an F\*.***

Absence from a final examination may be officially excused only by the student's dean or the director of Campus Health Services or Counseling and Psychological Services. Please see "Final Examinations" above for information about final examination excuses.

### Important Rules and Procedures Pertaining to AB and IN Grades

The decision to report an IN grade is solely the responsibility of the course instructor; however, a student may present proper justification for the instructor's consideration.

Temporary grades should be cleared by completing the work outstanding, preferably no later than the start of the following semester. ***The deadline for clearing a temporary grade of AB or IN is the last day of finals*** for the next regularly scheduled semester or the instructor-provided deadline, whichever is earlier.