

Grading Policy

Grading System

The letters below are generally used to indicate grades and enrollment status, although certain programs may use a different scale for the numerical values of grades.

90 - 100	A (excellent)
80 - 89	B (good)
70 - 79	C (average)
60 - 69	D (poor)
0 - 59	F (failure)
I	Incomplete
S	Satisfactory
U	Unsatisfactory
W	Withdrawal
AU	Audit
IP	In Progress

Satisfactory grades are **A**, **B**, and **C**. Some senior colleges and universities may not grant credit for a course in which a **D** has been awarded. The **W** (**Withdrawn**) is assigned when the student officially withdraws from class(es) by the published withdrawal date listed in the College calendar. The **AU** (**Audit**) is used to indicate that the student is enrolled in a course for which credit will not be granted. Credit hours for audited courses will not be averaged into the grade point average. An "Audit" student should attend class regularly but is not required to take exams, participate in class discussion, or undertake assignments. A student must declare "audit" status by the end of the registration period, and the status may not be changed thereafter. Health Sciences courses are not eligible for audit.

The "**IP**" grade is used for administrative purposes where the entire class is still in progress or faculty fail to meet the grade submission deadline established by the college.

The "**I**" (Incomplete) may be assigned when a student has fulfilled the following requirements:

- Has completed at least 50% of the coursework with passing grades.
- Is prevented by illness or other justifiable cause from completing the required work or from taking the final exam.
- Has submitted an Incomplete Grade Request Form to the instructor and received approval by the time grades are due for that semester. The Incomplete Grade Form is available in the appropriate instructional dean's office.

Students receiving an "I" during the fall semester have until the last class meeting of the following spring semester to complete the missed coursework. Students who receive an "I" for the spring or summer term have until the last class of the following fall semester to complete the missed coursework. The "I" grade will be changed to an "F" when the missed assignments and/or examinations are not completed in the prescribed time allotted by this policy.

Any exceptions to this policy must be approved by the appropriate instructional dean.

Developmental Mathematics Course(s) Grading Scale

Math 098 Elementary Algebra - Students must achieve a 70% or higher in this course to proceed to the next level Mathematics Course. Letter grades are assigned for all Mathematics Developmental courses as stated below:

Percentage Grade Letter Grade

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 - below	F

Grade Changes

Grades may be changed only for the purpose of correcting a College error or removing an "I." Grade changes are initiated by the instructor who assigned the original grade and approved by the academic director and the appropriate instructional dean. Incomplete grades that have converted to an F are not eligible for a grade change.

To evaluate the academic standing of students, the College calculates each student's quality point average (**QPA**) or grade point average (**GPA**) by assigning quality (or grade) points to grades according to the following system: **A** = 4 quality points; **B** = 3 quality points; **C** = 2 quality points; **D** = 1 quality point; **F** = 0 quality points. For academic honors and continued residency, the quality point average (**QPA**) or grade point average (**GPA**) is calculated by dividing the total quality points earned by the total hours attempted. For graduation purposes, only those hours that count toward graduation are calculated to determine student eligibility for awards.

Final Examinations

Students may be given comprehensive final examinations in any courses in which they are enrolled. A final examination schedule is published on the website and is available [here](#).