

# Grading System

Students earn grades which are assigned by individual faculty members on the basis of an objective evaluation of students' academic achievement. To successfully complete a certificate or an Associate degree at the College, students must earn a minimum Cumulative Grade Point Average (GPA) of 2.00 and meet all program requirements.

The reporting of student achievement utilizes the following grades:

Grade	Quality Points	Grade	Quality Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

## Auxiliary Grades

**W:** (Withdrawal) Student initiated withdrawal from a course at any time prior to completion of the drop/withdrawal deadline (60% of the course) and after the drop refund period. Is not calculated in GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

**WP:** (Withdrawal Passing) Student initiated withdrawal from a course after the drop/withdrawal deadline (60%) of the course; student has a passing grade at time of drop, as determined by the instructor. Is not calculated in GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

**WF:** (Withdrawal Failing) Student initiated withdrawal from a course after the drop/withdrawal deadline (60%) of the course but before the course has ended; student has a failing grade at time of drop/withdrawal, as determined by the instructor. Calculates in GPA as an "F."

**AF:** (Administrative Failure) Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance – e.g., failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure, and for students who stop attending class. Calculated in GPA as an "F."

**AU:** (Audit) A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Admission by permission of the instructor. Full tuition and fees are charged to audit a course. **Not all courses are available for audit.** See the *Audit* section for full audit policy.

**I:** (Incomplete grade) Indicates that a student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The "I" grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester or the grade defaults to an "F".

**P:** Used in Pass/Fail courses. Pass (not calculated into GPA)

PP: Used in Pass/Fail courses. Provisional Pass; warning (not calculated into GPA)

NP: Used in Pass/Fail courses. No Pass; unsatisfactory (not calculated into GPA)

CS: (Continuing Study) Allows student to re-register for developmental course if competencies have not been met by end of the course. Intended for students who have demonstrated progress and a commitment to succeeding in the course but who need more time to achieve competencies. Does not affect GPA.

R: Repeat

T: Transfer