

Grading System

“A” (Superior), “B” (Good), “C” (Satisfactory), “D” (Poor), “I” (Incomplete), “F” (Failure), “XF” (Failure due to violation of Academic Honesty policy), “P” (Pass), or “NP” (No Pass). No grades are issued with a plus or a minus. The grade of “W” (Withdraw) is recorded on the academic transcript for courses from which a student has withdrawn and a “WA” (Withdrawn by Administration) when the student has been withdrawn from the course by the instructor or administrator.

The Pass/No Pass grade is not calculated in the student grade point average, but the course(s) will count as college credit and be counted toward hours for graduation. Courses may utilize this type of grading when recommended and approved by the curriculum committee and the chief academic officer.

Incomplete Grades

“I” grade may be issued by an instructor for a course when a student is making satisfactory progress, but the student is unable to complete the work due to unavoidable circumstances. Every grade of “I” must be removed within the first nine weeks of the semester following the receipt of this grade (excluding summer); otherwise, the “I” automatically becomes the grade indicated by the instructor on the Incomplete Contract. A contract must be completed between the student and faculty member prior to the last day of the semester and signed by both in order to acquire a grade of incomplete. In emergency cases, a petition for exceptions to this rule may be made to the chief academic officer or his/her designee.

Revised: 11/13/03, 4/13/06, 01/10/13