

## GRADING

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from *A* to *F*. In the event of extenuating circumstances, students may request an incomplete grade (*I*). Students must initiate this process and have faculty approval. Incomplete grades for regular sixteen-week courses should be completed by the fourth week of the next term or the incomplete grade will be changed to an *F*. Incomplete grades given for courses outside the regular sixteen-week schedule must be finished within four weeks from the end date of the course or the incomplete grade will be changed to an *F*.

The grade point average (GPA) is determined by dividing the number of quality points earned by the total number of credit hours attempted. For example, if a student earned one hundred (100) quality points and attempted forty (40) semester hours of work, the quality points would be divided by forty (40) to arrive at a 2.5 grade point average. All grades for repeatable courses will be used to compute cumulative GPA. The following table shows the grades, symbols, and quality-point equivalents.

Grades are available through the online Entrata information system. To request an Entrata account, please contact the Student Services Office at your college.

EARNED GRADE	SYMBOL INTERPRETATION	QUALITY POINTS EARNED
<b>ALL GRADES ARE CONSIDERED EARNED.</b>		
A	Excellent	4 times the hrs. of credit
B	Good	3 times the hrs. of credit
C	Average	2 times the hrs. of credit
D	Passing	1 times the hrs. of credit
F	Failure	0 times the hrs. of credit
I	Incomplete	Determined by final grade
N	No grade submitted	Not computed
W	Withdrawal prior to completion	Not computed
AU	Audit	Not computed
P	Pass (pass/fail course)	Not computed
F*	Fail (pass/fail course)	Not computed
<b>Grade Suffix</b>		
G	Grade Forgiveness	Not computed
N	Competency-Based Course	Not computed
Q	Less than college level/not calculated in GPA	Not computed
R	Repeat	Not computed
S	Set Aside	Not computed
X	By Proficiency	Computed

## ACADEMIC PROGRESS

All degree- and/or certificate-seeking students are expected to make satisfactory progress toward their declared objectives. During the full-time student's first term in college, the student is expected to maintain a minimum grade point average of 2.0 or C average. Part-time students are expected to have maintained a grade point average of 2.0 after attempting twelve (12) credit hours.

Regular class attendance is necessary if a student is to receive maximum benefit from college enrollment. The student must make arrangements for makeup work and absences with the instructor, who will determine whether an absence can be excused. If absences or tardiness affect the quality of work, the instructor may recommend dropping the student from the course.

Instructors will permit students to make up work missed because of field trips and activities approved by the college. Also, see special requirements for Allied Health programs.