

Grading System

Student Grading and Course Updates

Students have a right to access and be made aware of their individual academic progress in every course in which they are enrolled. This process of information sharing should occur directly between the student and instructor as well as be available to the student via any online learning management system employed by the College that displays grades as well as any assessment tool used by an instructor and/or course.

Final Grades and Challenges

Faculty members have the responsibility for determining final grades for their courses. Students have the right to discuss their final grade with the responsible faculty member. If a student has evidence that their final grade is in error and resolution cannot be achieved through a student/faculty member conference, the student may initiate the formal Academic Grievance process as outlined in the College Catalog.

Only the faculty member who taught the class can assign grades and grades may not be altered without the approval of the faculty member assigning the grade except as follows:

1. If a faculty member leaves the employment of the College for any reason, the Chief Academic Officer shall assume the responsibility for assigning a grade for the students for any classes taught by the departed faculty member.
2. If a student has successfully appealed his/her grade through the Academic Grievance process, the faculty member or the Chief Academic Officer will change the grade as determined from the appeals process. If the Chief Academic Officer changes the grade, the faculty member will receive written notification of the grade change.

Letter Grade	Grade Points	Description
A	4	Superior/Excellent
B	3	Good/Above Average
C	2	Satisfactory/Average
D	1	Pass/Unsatisfactory
I	0	Incomplete
IP	0	In Progress
F	0	Failure
W	0	Withdrawal
S	0	Satisfactory
U	0	Unsatisfactory
RD	0	Report Delayed
AU	0	Audit

An In-Progress grade (IP-Grade) is reserved for students who are enrolled in any College Preparatory Course, have attended at least 80 percent of the class sessions, and have a semester ending percentage of 60 percent to 69.9 percent. Students receiving an IP grade may repeat the course with tuition and fees waived.

Calculating Your Grade Point Average (GPA)

The Grade Point Average (GPA) is computed by multiplying the point value of each grade earned by the number of semester hours of credit of the course for which the grade is received. The total of these products is then divided by the total number of semester hours of credit.

Example of Grade Point Average Calculation Point Values: A=4, B=3, C=2, D=1, F=0.

Letter Grade		Point Value of Grade		Semester Hours of Credit		Grade Points
C	=	2.0	X	3	=	6
B	=	3.0	X	4	=	12
A	=	4.0	X	3	=	12
C	=	2.0	X	3	=	6
B	=	3.0	X	3	=	9

45 grade points divided by 16 semester hours = 2.81 grade point average or GPA.

Incomplete Grade Policy

An incomplete grade (I-Grade) is reserved for students who have completed at least 75 percent of the coursework and have a passing grade in the course at the time of the request. Consideration for an incomplete grade may only be given if there are extenuating documentable circumstances such as a serious illness or personal adversity that prevents completion of the course by the scheduled end date for the class. The request is made by the student to the instructor of the course. The instructor has the sole discretion to award or not award an incomplete grade. The instructor will complete the "Incomplete Contract (I-Grade)" form, stating the conditions to be met, including the following: any assignments to complete, date by which assignments and tests must be completed, and the grade if those conditions are not met. Both the student and instructor will sign the form, and one copy will be given to the student, and one will be submitted to the Registrar on or prior to the date when final grades are due. If a grade change form is not submitted to the Registrar by the date specified on the "Incomplete Contract (I-Grade)" form, then the Registrar will change the incomplete grade to the grade entered on the "Incomplete Contract (I-Grade)" form.

Grades Policy

Only teaching faculty members can assign grades. No student's grade may be altered without the approval of the faculty member assigning the grade, in consultation with the Vice President for Academic Affairs, except as follows:

1. If a faculty member leaves the employment of the College for any reason, the College shall assume the responsibility for grading the students.
2. If a student has successfully appealed his/her grade through the appeals process, the faculty member or Vice President for Academic Affairs will change the grade. If the Vice President changes the grade, the faculty member will receive written notification of the grade change.