

# Grading Policy

## Quick Reference:

Withdrawal from Classes  
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## Student Grade Point Average

Students are graded according to the following grade point system:

Grade	Point Value	Description
A	4	Excellent
B	3	Very Good
C	2	Satisfactory
D	1	Poor
F	0	Failing
P		Passing*
R		Repeat*

The following grades are not used in computing the grade point average:

AU	Audit
I	Incomplete
S	Satisfactory
U	Unsatisfactory
W	Withdrawal
WN	Withdrawal/Never Attended
X	Credit by Examination

\* P/R grades are to be used in special situations only (e.g. ENG 002AB or MAT 003)

## Student Attendance

Attendance may affect a student's grade in an individual course as well as financial aid eligibility. Consult individual course syllabi for information on how attendance may affect a course grade.

## Student Grade Point Average (GPA)

Students are graded according to the following grade point system.

### Example:

MAT 171, 4 credits, Grade A = 4 points,  $4 \times 4 = 16$   
ENG 113, 3 credits, Grade D = 1 point,  $3 \times 1 = 3$   
SPA 111, 3 credits, Grade B = 3 points,  $3 \times 3 = 9$   
SPA 181 lab, 1 credit, Grade B = 3 points,  $1 \times 3 = 3$   
ACA 122, 1 credits, Grade C = 2 points,  $2 \times 1 = 2$   
Total Credits: 12 Total Points: 33  
Divide 35 points by 13 credits = 2.75 GPA (Grade Point Average)

Three GPA's will appear on the student's academic record:

1. cumulative GPA
2. cumulative program GPA
3. term GPA

Grades earned under the quarter system retain their same value in calculating the GPA. The computer converts the GPA from quarter hours to semester hours for students' combined GPA.

## Semester Credit Hours

- 16 contact hours of classroom work equals 1 semester credit hour.
- 32 or 48 contact hours of laboratory work equals 1 semester credit hour.
- 48 contact hours of clinical work equals 1 semester credit hour.
- 160 contact hours of work experience equals 1 semester credit hour.

## Withdrawal from Classes

Whenever students determine they are unable to complete courses in which they are currently enrolled, it is their responsibility to initiate procedures leading to a formal withdrawal (W) in order to avoid a failing (F) grade. To receive a "W" grade, students must withdraw prior to the 35 percent date of the class. Final dates for withdrawing from a course are announced in the instructor's syllabus. Instructors also may assign a "W" at other times when circumstances warrant such action. A "W" status remains on the transcript and does not count as credit hours attempted. To receive credit, students who receive a "W" must re-register and pay for the course in a subsequent term.

Financial aid recipients need to refer to the financial aid satisfactory progress policy to determine if schedule adjustments will affect financial aid. Additionally, financial aid students may be required to repay the U.S. Department of Education any of their tuition/fees and/or book charges. Withdrawing from any class may create an overpayment status for Veterans Affairs students. The last day of attendance must be verified for all Financial Aid/VA students.

## Incomplete Grades

An "I" (Incomplete) may be assigned when a student has persisted through the course and has completed at least 90 percent of the requirements for passing the course or when the instructor has determined extenuating circumstances exist. A student must resolve an "I" (Incomplete) grade within the time frame specified by the instructor or the division, but no later than six months from the end of the term for which the grade was assigned. When an "I" grade has been resolved, the final grade is recorded with the appropriate letter grade (e.g., A, B) and the GPA is recomputed. An "I" which is unresolved is changed to the grade of "I/F" after the specified expiration date. For veterans affairs students, the last day of attendance must be verified for any incomplete grades.

## Standards of Academic Progress

### Academic and Financial Aid Status

To determine academic progress status and eligibility for financial aid, including veterans benefits, a student's academic record will be evaluated at the end of each term. The student will be given one of three Academic and Financial Aid statuses: Good Standing; Academic Notice & Financial Aid Warning; or Academic Intervention & Financial Aid Suspension. Note that students taking credit classes are recommended but not required to apply for financial aid, and that eligibility for financial aid and veterans benefits depends on meeting additional requirements.

Students must do two things to maintain Good Academic and Financial Aid standing. First, they must maintain a SAP GPA of 2.0 or higher. The calculation of GPA includes grades of A, B, C, D, and F. Second, students must earn a passing grade for a minimum of 67% of the total cumulative credit hours attempted, for which they were enrolled at the 10% point of each term. Passing grades for the completion rate calculation include A, B, C, D, and P. Unsuccessful grades include F, I, R, and W.

## **Academic Notice and Financial Aid Warning**

Students whose SAP GPA falls below 2.0 or whose SAP completion rate drops below 67% will be placed on Academic Notice and Financial Aid Warning. Students placed in this status will only be able to register with permission from their Academic Advisor. If the SAP GPA returns to 2.0 and the completion rate returns to 67% at the end of the next term, the student will be placed back into Academic and Financial Aid Good Standing

## **Academic Intervention and Financial Aid Suspension**

Students who are on Warning and do not earn a SAP GPA of 2.0 or higher or a completion rate of 67% by the end of the Warning term will be moved to Academic Intervention and Financial Aid Suspension. Students in this status will only be able to register with permission from their Academic Advisor. The Advisor will help the student create a plan for academic recovery. Students on Academic Intervention and Financial Aid Suspension will not be eligible to receive federal, state, and most institutional financial aid unless after meeting with an Academic Advisor, they complete a successful financial aid Appeal. If the next term GPA is 2.0 or higher and the completion rate for that term is 67%, but the overall GPA does not reach 2.0 or the overall completion rate does not reach 67%, the student will remain on Academic Intervention and Financial Aid Suspension. If SAP GPA returns to 2.0 at the end of the next term, and the completion rate returns to 67%, the student will be placed back into Academic and Financial Aid Good Standing and will no longer need permission to register. A student who successfully appeals their Financial Aid Suspension status will be placed on Financial Aid Probation.