
TITLE:	Grading System
NUMBER:	510 (old 3071)
APPROVED BY BOARD OF TRUSTEES:	6/14/05
AMENDED BY THE BOARD OF TRUSTEES:	9/11/2013; 3/14/2012

Grades are recorded on the student's official transcript at the end of each quarter. The following symbols are used to indicate achievement for classes in which the student is officially registered:

- A Superior Achievement
- A-
- B+
- B High Achievement
- B-
- C+
- C Average Achievement
- C-
- D+
- D Minimum Achievement
- F Failure

S/U - Satisfactory/Unsatisfactory

Certain classes are designated S/U grading only. A student may change to or from S/U grading for any other classes through the initial registration process or by submitting an Add/Drop/Change form to the Registration Office no later than the end of the eighth week of the quarter.

I - Incomplete

Indicates that a student was given permission to complete the requirements of a class at a later date. Incompletes are issued by the instructor when a student has, for good reason, been delayed in completing the required work but can successfully do so without additional instruction. A signed agreement between the instructor and the student, outlining the timeframe and work to be completed must be submitted to the Registration Office. Grades awarded for completed work replace "I" grades and are recorded in the initial quarter of enrollment. Credits are not granted until the "I" has been changed. **If a student does not complete the agreement in the allotted amount of time, the Registrar's Office will change "I" to the standing grade that was assigned by the instructor on the incomplete agreement.**

N - Audit

Indicates that a student chose not to receive credit for a class. A student may change to or from Audit grading for any class through the initial registration process or by submitting an Add/Drop/Change form to the Registration Office no later than the eighth week of the quarter.

W - Official Withdrawal

Indicates that a student officially withdrew from a class by completing a withdrawal transaction through the Registration Office or via the web no later than the eighth week of the quarter, or received approval for a hardship late withdrawal. Official withdrawals occurring after the 20th calendar day of the quarter are posted on the student's permanent record.

P - Pass

For predetermined S/U graded credit classes, "P" indicates a passing grade for the class but it does not satisfy the prerequisite for other classes. For specialized, non-credit, non-graded courses, "P" is an administrative symbol.

Y – Work in Progress

Indicates that a student has work in progress for a class that begins and/or ends outside the regular starting/ending dates of the quarter. Such courses include Learning Contracts, Co-op Contracts and continuous enrollment courses. Grades awarded for completed work replace "Y" grades and are recorded in the initial quarter of enrollment. If a student does not complete the requirements for the class by the end of the following quarter, the instructor may change the "Y" to the appropriate grade earned; otherwise the "Y" will be automatically changed to an "F" grade. Credits are not granted until the "Y" has been changed.

Asterisk

* - No Grade Recorded or Invalid Grade or Late Finishing Class

GRADE POINT AVERAGE

Grade point values are assigned to the following grades:

<u>Grade</u>	<u>Grade Point Value</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0

Grades S, U, I, N, W, Y, P do not carry grade point values and are, therefore, not computed into the student's grade point average (credit is awarded for S and P grades only).

A student's grade point average is computed on a quarterly and cumulative basis. The quarterly GPA is computed by dividing the total number of quarterly grade points by the total number of quarterly A through F credits earned. The cumulative GPA is computed by dividing the total number of all grade points by the total number of all A through F credits earned.