

COURSE GRADES (Effective Fall 2004)

Letter grade	Nominal %	Definition	QPA quality points
A	93-100	Superior achievement	4.0
A-	90-92		3.7
B+	87-89		3.4
B	83-86	Above average achievement	3.0
B-	80-82		2.7
C+	77-79		2.4
C	70-76	Average achievement	2.0
D	60-69	Minimally passing	1.0
F	0-59	Academic failure	0.0
S	70-100	Satisfactory (comparable to C or higher)	NA
NC	0-69	No credit	NA
X		Audit	NA
CR		Credit by examination or experience	NA
W		Withdrawal – student-initiated	NA
WI		Withdrawal – instructor-initiated	NA
WA		Withdrawal – administration-initiated	NA
N		No grade reported by instructor	NA
IP		Course is still in progress	NA
I		Incomplete – no credit earned <i>I indicates that the instructor is affording the student extra time to earn a grade in the course. The amount of extra time is determined by the instructor, up to a maximum of 16 calendar weeks after grades are submitted. An I which has not been resolved within 16 calendar weeks is changed to an F or NC grade, as appropriate to the course.</i>	NA

Applicability to courses

Academic Foundations (ENG0--, MAT0--) courses use A through C, NC, X, W, WI, WA, N, IP and I.

Other remedial, developmental and preparatory courses use S, NC, X, W, WI, WA, N, IP and I.

All other credit courses use A through F, X, W, WI, WA, N, IP and I.

Quality points and averages

Letter grades have quality point values as shown in the chart. Other grades do not count in the quality point average, nor do any grades for Academic Foundations (ENG0--, MAT0—) courses or other remedial, developmental and preparatory courses.

Repeating courses

Students may repeat courses. The most recent grade is the student's official grade for the course, except that a grade which does not have quality point value will not replace a grade which does. A student who wishes to take a course for the fourth (or higher) time is required to confer with his/her academic advisor or an advisor who teaches the course in question. The fourth enrollment in an ENGO—or MATO—course requires authorization by the Vice President for Academic Affairs or designee.

Withdrawal from courses

To receive a W grade for any course, a student is required to consult with:

- The course instructor and student success coach, or student advocate, or an appropriate division representative

OR

- Student success coach and a student advocate, or an appropriate division representative

and then withdraw officially before two-thirds of the course has been completed by submitting a withdrawal form to the Office of Student Records.

Withdrawal after this point results in a grade other than W (usually F) unless the Registrar determines that the student was unable to continue due to extraordinary circumstances beyond the student's control.

At any time before two-thirds of the course has been completed, the instructor may also withdraw, with a WI grade, any student who has been absent excessively. A student withdrawn by the instructor for excessive absence will not be entitled to any refund of tuition or fees. The student may appeal this action.

It is the responsibility of students sponsored or receiving financial aid to report any changes of status (e.g. full-time to part-time) to the sponsoring agency. The college has the same responsibility. Some agencies adjust the amount of benefits; others may cancel the benefits entirely.

Grade appeals

Any student may initiate an appeal of any course grade by contacting the instructor. If the student is unable to resolve his or her concern with the instructor, a formal appeal must be filed with the dean of the division that is responsible for the course, within six weeks (with the understanding that extensions will be granted for good cause).

Procedures for processing grade appeals are authorized by the president and published in the college catalog.

Approved: Board of Trustees March 17, 1983

Revised: 4/19/1984

12/20/1984 7/31/1986

6/15/1989

12/17/1992 7/21/1994

7/15/1999

3/18/2004

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