

# Grade Definitions

Each instructor must maintain up-to-date records in a standard record book. Grades are reported for each student at the end of each semester. Each letter grade is assigned a numerical value in quality points (see below). The grade point average (GPA) is the result of multiplying the numerical value of each letter grade by the credit hours for the course, and then dividing their sum by the total number of semester hours attempted that semester (including all F courses). Courses marked Z, W, P, INC, R and AU are not included since they have no numerical equivalent.

Letter grades earned in Developmental Education courses will be calculated into the Semester Grade Point Average, but not into the Cumulative Grade Point Average. (Approved College Meeting May 8, 2006)

Grade	Quality Points	Description
A	4.00	Excellent work
A-	3.67	
B+	3.33	Good work
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	Satisfactory work
C-	1.67	
D+	1.33	Passing work
D	1.00	
D-	.67	
F	0.00	Failing work
W	Not computed	Officially withdrawal without penalty
INC	Not computed	Incomplete (see "d" below)
AU	Not computed	Audit
P	Not computed	Pass
Z	Not computed	Unofficial withdrawal or excessive absence
R	Not computed	Students needs to repeat a developmental course

1. **A, A-** indicate a general excellence marked by initiative and independence, and often by originality. **B+, B** and **B-** indicates a clear grasp of fundamental facts and principles and the ability to present them effectively. **C+, C** and **C-** indicates a reasonable grasp of essential facts and fairly effective presentation of the relationships between them. **D+, D** and **D-** indicates work of inferior quality but deserving credit. **F** indicates failure. **P** (Pass) indicates satisfactory completion of course requirements.
2. If the course is dropped prior to the seventh calendar day of the semester no record of the course will appear on the student's transcript. Thereafter, a grade of **W** will be recorded.
3. When a student fails to withdraw officially, or has an excessive number of absences, a **Z** grade may be recorded up to the end of the tenth week of classes.
4. **Incomplete Grade Policy:** At the discretion of the instructor, a grade of INC may be recorded beginning the thirteenth week of the full semester, or seventh week during a Quick or Summer term, when the student is not able to complete the remaining course requirements due to circumstances beyond his or her control. To be eligible for an INC grade, the student must be meeting the course requirements through the twelfth week of classes during the full semester, or the sixth week of a Quick or Summer term, and the instructor determines that the student could successfully complete the remaining course requirements.

The Agreement for an Incomplete Grade form must be completed and signed by both the student and the instructor. The completed form must be submitted to the Registrar no later than the last day of the term. The INC grade will then be recorded by the Registrar. The grade of INC is to be

resolved to a letter grade no later than the last day of classes the following full semester (Fall/Spring). Failure to do so will result in an F for the course. (Approved by College Meeting, December 10, 2018)

5. A grade of **R** is only used in developmental education courses. It indicates that the student has made satisfactory progress as defined under "#2 Specific Evaluation and Grading Procedures" in the Instructor's Course Outline, but needs to repeat the course to meet the required exit proficiency level. (Approved by College Meeting, December 12, 1994)
6. From a procedural standpoint, courses are routinely graded by the letter grades A-F. In certain circumstances, however, it is educationally justifiable to grade a course Pass/Fail or to offer a student an option of either A-F or P/F grading. The following are policies and procedures for the utilization of P/F grading:
  - Pass/Fail (P/F) is a grading option in a course as determined by the department or other body responsible for the content of that course and upon approval of the Curriculum and Programs Committee.
  - A course with P/F grading may also have a traditional A-F grading system as determined by the appropriate department or other body responsible for the content of that course and the Curriculum and Programs Committee. Students who choose the P/F option must notify the instructor of this decision in writing by the end of the first two weeks of classes.
  - **P** means passing according to the existing College standards.
  - **P** is not calculated into the grade point average for any reason.
  - **F** is calculated into the grade point average.
  - Although a student may take as many courses on a Pass/Fail basis as he/she wishes, no more than 12 hours graded **P** will count toward the 60 hours required for a degree.