


# PROCEDURE MANUAL

			Procedure ES_104
			Page 1 of 1
			Last Revision Date: 12/15/14
			Effective Date: 12/14
Section		Subject	Title Grading and Quality Point System/Incomplete Grades

## **Grading and Quality Point System**

A - Excellent = 4.0

B - Good = 3.0

C - Average = 2.0

D - Below Average = 1.0

F - Failure = 0.0

P - Passing (No advantage to grade point average)

N - No Credit (No penalty to grade point average)

I - Incomplete (Computes as an F until resolved)

W - Withdraw (Shows as attempted hours but does not impact on Grade Point Average)

Z - Grade assigned to courses as the result of Academic Renewal AU- Audit

R - Course has been repeated and the last grade earned is used to compute GPA

Grades for GPA will be rounded to three decimal points (ex. 3.126)

## **Incomplete Grades**

A student enrolled in a course in which he /she is in good academic standing ("C" or higher) and is making satisfactory progress, but because of circumstances beyond the student's control cannot complete the course, may request an "I" grade. The student must have been attending classes on a regular basis. The student must initiate the request and both the instructor and student must sign the Incomplete Grade Contract Form. These forms are available from the instructor. The contract will contain the reason for requesting the "I" grade, an outline of the work that is to be completed and the deadline by which the work is to be completed. Unless otherwise stated, work must be completed and the "I" grade converted to a letter grade no later than the last day to withdraw from a class with the grade of "W" (as stated on the Academic Calendar) during the semester following the semester the "I" grade was earned. If the "I" grade is not removed, it automatically becomes an "F". Exceptions to this deadline must be approved by the appropriate Dean/Campus Director.