

Policy Title: Grading Policy

Impact: Students

Responsibility: Office of Instruction

Effective Date: 10/26/1994

Revised Date: 9/24/2014

Reviewed Date:

Relates to Procedure(s): 5.04

Legal Citation(s):

I. GRADES ISSUED

1. Final grades are reported as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W (withdrawal according to proper procedure), S or P (satisfactory for designated courses), U (unsatisfactory for courses in which an S is given). An S or P grade requires the equivalent of at least C (2.0) work.
2. In the computation of grade point averages, the following scale is used: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = .7, F = 0.0. Courses in which W, S, P, or U grades have been earned are not included in the calculation.
3. If an I (incomplete work of passing grade) is given during final grading, the final grade must be issued by the published deadline.

II. GRADE CHANGES

A grade issued by an instructor is the prerogative of that instructor and normally may not be changed except to correct a recording error. Final grades may be appealed following the process identified in Procedure 5.04.

III. INCOMPLETES

An incomplete is assigned by an instructor only if the student has been in attendance and has done satisfactory work to within three weeks of the end of the semester (or proportional length of time for a course of less than a semester in length).

All incomplete grades must be removed within six weeks after the first-class day of the following term, excluding the summer session.