

*New Grades and Grading Policies – Academic Policies (page 120)  
Effective May 12, 2014*

Letter Grade	Numerical Grade Equivalent	Quality Points
A	93 - 100	4
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D	65 - 69	1.0
F	64 and below	0

Letter Grade	Other designations	Quality Points
AS	Advanced Standing	Not computed
F	Attempted/Withdrawal	0
I	Incomplete	Not computed
ME	Credit for Military Experience	Not computed
NP	NotPassed	Not computed
P	Passed	Not computed
T	Transferred credit from academic institution	Not computed
TO	Tested Out	Not computed
W	Attempted/Withdrawal during add/drop	Not computed

Any previous grading scale(s) are identified on the Transcript Key.

**Notes:**

1. Passing for graduate students, Practical Nursing, core courses in Associate Degree Nursing and medical BIO courses including BIO105/105L Microbiology, BIO111/111L Anatomy & Physiology I with Medical Terminology, BIO116/116L Anatomy & Physiology II with Medical Terminology.
2. A minimum of 73 is required for core courses in Dental Assisting, Diagnostic Medical Sonography, Health Information Management, Healthcare Administration, Medical Radiography, Physical Therapist Assistant, and Surgical Technology programs. BSN program requires all courses have a minimum grade of 73. Students in Medical Assisting and Massage Therapy programs in the College of Health Science must earn a grade of at least a “C” 73 in certain courses in order to progress.

**Withdrawal Grades.** A student may withdraw without academic penalty from any course during the add/drop period of each term. The assigned grade of “W” is not included in the calculation of any grade point average. The student will be permitted to withdraw and receive a “W” the first and second attempt of a specific course; however, the student is not permitted to withdraw from the third and final attempt.

**Incomplete grades.** Incomplete (“I”) grade may be assigned at the faculty member’s discretion upon request by the student to permit the student time to complete required coursework which he/she was prevented from completing in a timely manner due to non-academic reasons. The faculty member may require the student to document the request to assist in the decision. The faculty member may choose not to grant the request. The “I”

grade should be considered only when the student has the potential to earn a passing grade if the missing work is made up.

To be eligible for an “I” grade, the student must have a passing grade in the course at the time of the request based upon the required coursework up to that point and must have completed at least 75% of the course work. All incomplete work must be completed within the first week of the immediately subsequent term; exceptions must be approved by the Campus Director of Academic Affairs or his/her designee. When the work is completed, the faculty member will submit a grade change form with the final grade earned. If the work is not completed within the prescribed time frame, the “I” will automatically change to a permanent “F” grade. The student will be informed of the final grade assigned.

**Final grades.** Once the grades are posted, they will become final on the last day of the immediately subsequent term’s add/drop period, unless a student appeals the grade. See the [Grades Appeals](#) and [Grade Report](#) sections of this *Catalog* for information on appealing a final grade.

*Revised Satisfactory Academic Progress Policy – Academic Policies (pg. 125)  
Effective May 12, 2014*

### Cumulative Grade Point Average (CGPA)

Grade Point Average (GPA) is a measure of scholastic performance. Students transcripts will include a term GPA and a cumulative GPA, which includes all coursework within the program of study. To calculate GPA:

- a) Multiply the total semester credits assigned for each course by total quality points associated with the grade earned;
- b) Total the grade points earned for all the courses (see the [Grading Policy](#) for grade points assigned to each letter grade); and
- c) Divide the total grade points earned by the total number of academic credits.

The CGPA is rounded up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth if the last digit is less than 5. (For example: 1.95 = 2.0, 1.94 = 1.9)

Example: Cumulative Grade Point Average calculation

Course	Grade	Credits assigned to the course	Grade Points	Total quality point for the course
CIS 115	B+	3	3.3	3 x 3.3 = <b>9.9</b>
ENG 110	A	3	4	3 x 4 = <b>12.0</b>
BUS 102	B	3	3	3 x 3 = <b>9.0</b>
CIS 107 L	C+	1	2.3	1 x 2.3 = <b>2.3</b>
CIS 107	B-	3	2.7	3 x 2.7 = <b>8.1</b>
FOR 110	A-	3	3.7	3 x 3.7 = <b>11.1</b>
<b>Total</b>		<b>16</b>		<b>52.4</b>

CGPA = 52.4 (total quality points) divided by 16 credits = 3.275 or 3.3 (rounded).