

Grades and quality points

A letter grade is assigned in each course in which the student is enrolled at the end of the semester. A quality-point value per semester hour is assigned to each letter grade.

Letter Grade	Meaning	Quality Points
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
WF	Withdrawal Failing	0.00
WP	Withdrawal Passing	0.00
SU	Satisfactory completion of Institutional Credit Course	NONE
W*	Unsatisfactory completion of Institutional Credit	NONE
AU	Course Withdrawal	NONE
I	Audit	NONE
IP	Incomplete	NONE
	In Progress of Institutional Credit Course	NONE

*A student may not be assigned a “W” after the deadline published in the official College calendar.

Satisfactory and unsatisfactory grades

Satisfactory (S) and Unsatisfactory (U) grades are assigned in courses that are designated for institutional credit. These courses will not transfer, and none of them carry quality points. Therefore, they are not calculated in the grade point average.

Incomplete grade

The grade of incomplete (I) may be assigned when a student has been prevented from completing the requirements of a course. It is assigned only in exceptional circumstances. The student must request a grade of incomplete from the instructor. The instructor may grant or deny the request. A grade of incomplete (I) must be cleared by the end of the following regular semester or a final grade of “F” will automatically be recorded. This grade will be reported to the student at the end of the semester in which the grade is changed.

A grade of incomplete (I) is not added into the total number of hours attempted until it has been cleared. Students are cautioned that “I” grades may affect their eligibility for financial aid benefits.

Grade reports and grade point averages

At the end of each semester, students must go to the Web site to check the final grades received for all courses in which they were enrolled during that semester. The grade report shows the semester hours attempted, the total quality points and credit hours earned, and a grade point average. Also included on the grade report is a record of the total number of hours attempted, the total quality points earned, and a cumulative grade point average. After grades have been recorded, they cannot be expunged from the student’s permanent record.

The grade point average is computed by multiplying the quality points earned by the credit value of each course and dividing the total quality points earned by the total credit hours attempted, as indicated by the example below:

- 3 sem. hrs. of "A" × 4 = 12 quality points
- 3 sem. hrs. of "B" × 3 = 9 quality points
- 3 sem. hrs. of "C" × 2 = 6 quality points
- 3 sem. hrs. of "D" × 1 = 3 quality points
- 3 sem. hrs. of "F" × 0 = 0 quality points
- 30 total quality points
- 30 quality points ÷ 15 hours attempted = 2.0 GPA

AU, I, IP, S, U, and W grades are not included when computing a student's grade point average (GPA), but will be recorded on a student's transcript.

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by the program.

Academic honors

The College recognizes superior scholastic achievement by publishing in the local newspapers the President's List and the Dean's List at the end of each semester. Students recognized receive congratulatory letters from the College President and the Chief Academic Officer.

The President's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 4.00 (A).

The Dean's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 3.50 to 3.99 (B).

Students who consistently maintain high scholastic performance and meet other eligibility requirements may be invited to join the Alpha Theta Rho Chapter of the Phi Theta Kappa International Honor Society.

Academic standards of progress

The following academic standards of progress apply to all students except those students taking institutional credit courses (see Academic Standards of Progress for Institutional Credit Courses in this section on page 59). Please note that the Nursing programs have departmental requirements in addition to these standards of academic progress (see information under ADN and LPN programs in the Programs of Study section of this catalog).

1. A student must maintain the following cumulative grade-point average (GPA), depending on the number of hours attempted at the College, to have clear academic status:

Hrs. Attempted	GPA
12-21	1.50
22-32	1.75
33 or more	2.00

2. When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted at the institution, the student is placed on *academic probation*.