Grade Policies

The grade point average is computed by dividing the total points earned by the total credit hours attempted. Courses in which a student earns grades of "X", "I", "W", "P", "N", "S", "IP", "U" OR "Y" are not computed in the total credit hours attempted. These grades are considered in place of completion calculations for financial aid satisfactory academic progress evaluation. Students may be given an "I" if their work has not been completed. The students must contact their instructor and request an "I" grade. If the instructor agrees, the students and instructor must sign the "Incomplete Grade Contract." When the required work is completed within 30 calendar days after the beginning of the next term, a grade will be submitted for the "I" grade. If this is not removed within this time, the "I" becomes an "F". This time limit may be extended by special permission of the instructor.

If the student fails to contact the instructor to arrange an incomplete grade, the instructor is required to assign an "F" instead of an "I" for the term's work. For cases in which hardships are involved, the student may make up the work which could change the "F" to the grade otherwise deserved. The instructor's permission is required.

An "N" grade indicates the students attended classes and made satisfactory progress but didn't complete all course requirements.

A "Z" grade indicates the students were registered for class but never attended.

To challenge a grade the students believe is incorrect; they must contact the instructor as soon as possible. Under no circumstance will a grade be changed after two years have elapsed from the end of the term in which the grade was recorded. Within the two-year limitation, a petition may be filed with the office of the Associate Provost asking consideration for change of "F" grade to "W", ONLY if emergency circumstances supported by documentation prevented either withdrawal by deadline date or completion of class requirement after that date.

Academic Intervention, Probation, Dismissal

1. All students must maintain a minimum academic performance of at least a 2.0 GPA cumulatively (2.0 or greater).
2. Students will be placed on the following academic standards:
   - First semester below 2.0 GPA—Academic Intervention
   - Second consecutive semester below 2.0 GPA—Academic Probation
   - Third consecutive semester below 2.0 GPA—Academic Dismissal. If the term GPA is 2.0 or above, the student will remain on Academic Probation.
3. Students will be returned to good academic standing when a cumulative GPA of 2.0 or greater is earned.
4. Students who are on academic intervention will receive correspondence that refers students to academic/faculty advisors, and Student Services for advising, academic assistance, and information on the impact on financial aid.
5. Students who are on academic probation must be seen by an academic/faculty advisor to: a. register or add classes b. receive additional support information or assistance.
   Students whose semester GPA is 2.0 or greater, but whose cumulative GPA would cause them to be dismissed, will be granted an additional probationary period for each semester in which the semester GPA is 2.0 or greater.

NOTE: Financial aid considers all assigned grades when calculating cumulative grade point average for satisfactory academic progress evaluation.

<table>
<thead>
<tr>
<th>Grade Policy</th>
<th>Quality</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>Z</td>
<td>Non-Attendance</td>
<td>0</td>
</tr>
</tbody>
</table>
S  Satisfactory  0
U  Unsatisfactory  0
I  Incomplete  0
Y  Proficiency Credit  0
W  Withdrawal  0
P  Pass  0
N  Progress  0
IP  In Progress  0
X  Audit  0
CE  Continuing Education  0

Grades not used in calculation of GPA
AA  Articulation Agreement
AP  Advanced Placement
CL  College Level Examination Program (CLEP)
CT  Career Tech Credit Transfer
DS  DANTES (DSST) (Standardized Subject Test)
WC  WEBCAPE
Y  Proficiency Credit
--  No grade was assigned

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