

GRADING

Grading

Formal reports of the student's progress are available at the close of each term. The following grade point system is used in connection with these grades:

| Letter Grade | Points Per Credit |
|--------------|--|
| A | Equals 4.00 points per credit |
| A- | Equals 3.67 points per credit |
| B+ | Equals 3.33 points per credit |
| B | Equals 3.00 points per credit |
| B- | Equals 2.67 points per credit |
| C+ | Equals 2.33 points per credit |
| C | Equals 2.00 points per credit |
| C- | Equals 1.67 points per credit |
| D+ | Equals 1.33 points per credit |
| D | Equals 1.00 points per credit |
| D- | Equals 0.67 points per credit |
| F | Equals 0.00 points per credit |
| P | 0.0 points pass in pass/no credit course, not computed in grade point average, credits earned. |
| NC | 0.0 points, failure in pass/no credit course, not computed in grade point average, no credit earned. |
| W | 0.0 points, withdrawn without penalty, not computed in grade point average. Given for withdrawal previous to withdrawal deadline, and for certain extenuating circumstances thereafter, such as illness. |
| I | 0.0 points, incomplete, not computed in grade point average, (see policy on incomplete grades below) |

Student Course Load for Full-Time Student

| Semester | Minimum | Average | Maximum |
|---------------------|---------|---------|---------|
| Regular Semester 12 | | 15 | 18 |
| Summer | 3 | 3 | 6 |

Progress Report Grades

Instructors must keep the LMS (Canvas) gradebook updated by the Progress Report deadlines so that students and academic advisors and others may access progress report grades for 16-week, 8-week and 6-week courses. The instructor should also directly notify the students whose mid-semester and mid-session grades are below a C, or whose performance does not meet the expectations of the academic program in which the student is enrolled.

Incomplete Grades

An incomplete grade given in any term (i.e., Fall, Spring or Summer) may become a failing grade if the work is not completed within three weeks after the end of the final day of the term. A longer timeframe of 6 weeks may be justified in some cases. Requests for extension of time to resolve

an incomplete (I) grade will be approved only when the instructor is satisfied that circumstances prompting the request justify waiving this three-week policy. Students must resolve the incomplete grade within six weeks from the end of term or session.

Final Exams

Faculty policy requires a culminating experience, such as a final examination, paper or project, during the final exam week of a traditional term. In certain schools, faculty may offer final exam exemptions. Specific requirements for these exemptions are outlined on the syllabus for each course offering an exemption. If a final exam exemption is not mentioned on the syllabus, no exemption is available.