

ACADEMIC POLICIES, PROCEDURES, & SERVICES

Letter Value	Point Value	Significance	Explanation
A	4.0	Superior	
B	3.0	Above average	
C	2.0	Average	
F	0.0	Failure	
WP**	0.0	Withdraw Pass**	The student has withdrawn while in good academic standing.
WF	0.0	Withdraw Fail**	The student has withdrawn while in poor academic standing, or if the class was a repeat attempt.
WO**	0.0	Withdraw Overcut**	The student has exceeded the absence allowance for the course.
AU**	0.0	Audit*	No credit is awarded and grade is not used in the calculation of the GPA. A student may audit any course that the College offers, except for clinic classes and lab classes. Students will be charged \$150 to audit a course. Auditing has no effect on GPA, as credit is not posted to the transcript.
CR**	0.0	Credit*	
P/NP**	0.0	Pass/No Pass**	P – Passed. Student passed the course and received credit. The grade is not used in calculation of the GPA. NP – No passed. The student did not pass the course. The grade is not used in the calculation of the GPA.
I	0.0	Incomplete**	Incomplete. Requires prior approval by the course instructor and all outstanding coursework/ tests must be completed by the end of the first week of the following quarter.
CIP	0.0	Course in Progress	

* Prior to Fall 1996, a D grade was considered a passing grade. From Winter 1997 through Fall 2010 students were required to repeat D grades. As of Winter 2011, the College eliminated the option for faculty to assign a D grade.

** Does not calculate into GPA

Incomplete Grades

A grade of I is not automatically given when required coursework is not completed. Students must receive prior approval of the course instructor in order to receive a grade of I. If a student fails to obtain prior approval from the course instructor, the instructor may assign a grade of zero for the incomplete coursework.

If an I grade has been assigned, the student has one week immediately following the start of the next quarter in which to complete all necessary coursework. If this is not done the I will convert to an F. Should the instructor who issued the I grade no longer be on the faculty, the determination of satisfactory completion of the course will be made by the new instructor of the course and the department chair.

Grade Changes

Final course grades are reported to the registrar's office and are considered. A grade of F must be remediated by repeating the course.

Student/Faculty Conflict Resolution & Grade Appeals

A student may meet with any member of the administration to discuss a concern. However the College requests adherence to the protocol described below in attempting to resolve concerns:

- It is usually appropriate to first discuss concerns with the faculty member involved.