

# Grading

## AA\_AO\_GD\_05

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### Policy Statement

Faculty are responsible for submitting grades by the appropriate deadlines provided by the Registrar's Office.

### Policy Procedures

The Registrar gives special notice of the deadlines for grades to be posted and submitted. It is imperative that every professor cooperates in this matter. It is urgent for the Registrar to be able to enter the grades so grade reports for students and transcripts can be prepared. Students cannot be placed on academic warning or removed from academic warning until all grades are processed. Satisfactory Academic Progress (SAP) may only be determined after grades have been submitted. The SAP is used to determine the student's academic standing for the following semester as well as eligibility for financial aid. It is extremely important that grade submission deadlines be met. Faculty who are consistently late will be cited as part of their faculty evaluation summary.

### Grading System

The following descriptions are designed to assist the Faculty in distinguishing and evaluating student recitation, written work, quizzes, exams, and overall grades at the end of the grading period. Academic Grades

A - Represents a superior (outstanding) understanding of the subject matter, prompt and complete preparation of assignments, outstanding ability as manifested by such things as original thinking, extra reading or projects, and an interested attitude in and contribution toward class discussions (4 quality points per semester (hour)).

B - Represents an excellent understanding of the subject matter, prompt and complete preparation of assignments, above average ability as manifested by extra reading or projects, and an interested attitude in and contribution toward class discussion (3 quality points per semester hour).

C - Represents a (relatively) satisfactory understanding of the subject matter and average promptness in preparation of assignments. This is the minimum grade to satisfy the requirements for graduation (2 quality points per semester hour).

D - Represents a poor understanding of the subject matter and/or inadequate work in assignments. This is the lowest grade giving credit in a course (1 quality point).

F - Failure. As a semester final grade, an "F" indicates that exam(s), classwork, or both are so far below par that the course must be repeated if credit is to be obtained (0 quality points per semester hour).

P-Passed

### Temporary Grades

I - Incomplete work - conditional. Entitles the student to re-examination following the completion of additional work stipulated by the professor or the fulfilling of such extra assignments as will be satisfactory to the professor. This work must be completed within six weeks after the course is finished, otherwise an "F" will automatically be recorded. For SAP purposes an incomplete is calculated into the GPA like an "F", until the work is complete. An incomplete should be given only if there is an acceptable reason for the incomplete work. Otherwise, incomplete work should be averaged in as a zero and grades reported to the Registrar's office.

NC- No Credit

NG- No Grade

### **Administrative Grades**

W- Withdrew

WP -Withdraw Passing. After two weeks, a student withdrawing from a course receives a "WP," which indicates that the student has withdrawn passing.

WF - Withdraw Failing. After two weeks, a student withdrawing from a course receives a "WF," which indicates that the student has withdrawn failing the course.

AU- Audit

\*- Repeated Course (non-calculated)

^- Repeated Course (calculated)

### **Grading Procedure**

Faculty members submit grades that are ready for the Office of the Registrar through the student information system. The grades will be retrieved by the Office of the Registrar from the faculty portal, which will automatically populate the student's final letter grade in the student information system.

A suggested grade distribution:

A - Very good (top 10%)

B - Above average (next 25%)

C - Average (middle 40%)

D - Below average (next lower 20%)

F - Failure (lowest 5%)