The standing of a student in each course is expressed by one of the following letters:

- **A**: Excellent 4 grade points per credit hour
- **B**: Good 3 grade points per credit hour
- **C**: Average 2 grade points per credit hour
- **D**: Poor 1 grade point per credit hour
- **F**: Failure No grade points
- **S**: Satisfactory No grade points
- **U**: Unsatisfactory No grade points
- **I**: Incomplete No grade points
- **X**: Audit No grade points
- **NC**: No credit course No grade points
- **NR**: Grade not reported No grade points
- **AW**: Administrative withdrawal No grade points
- **W**: Withdrew No grade points
- **AD, AF**: Amnesty No grade points

*Grade not included when computing the grade point average*
Grade of “I” – Incomplete
The grade of “I” may be assigned to a student who has completed nearly all of the course work and is passing the course but who is unable to complete all requirements because of illness or other emergency.

The student must be informed that an “I” will be assigned and must be given clear information on the work to be completed and timeline for completion.

Instructors must leave detailed instructions with the dean/director for the removal of the Incomplete.

The “I” grade will be changed to a final grade no later than the end of the timeline agreed upon. An “I” not removed by the end of the next term (regardless of whether or not the student is enrolled for that term) will be changed to an “F”.

A grade of “I” may not be given if a student has withdrawn from the course or in a course graded “S-U”.

A student may not re-register for a class in which he/she has been assigned an “I”.

Grade of “AW”—Administrative Withdrawal
The use of the "AW" to administratively withdraw a student is based primarily upon excessive absences but may be secondarily based on student academic progress.

Faculty members who choose to use the “AW” may not establish classroom policies that violate the college attendance policy (see Board Policy 10-02).

Faculty members who choose to withdraw students utilizing the "AW" grade may do so only until the official deadline for withdrawal each session.

The "AW" may also be employed by action of the Vice President for Student Affairs to remove students from the class as a disciplinary measure imposed during the student judicial hearings.

"AW" grades may be awarded after term/session deadlines but prior to posting of grades for the term/session only because of extenuating circumstances. Late “AW” requires the dean/director's approval.

Grade of "W" - Withdrew
A "W" will be awarded to any student who withdraws from a course on or before the date specified in the Academic Calendar for each academic term.