The most just and reasonable method of ascertaining a student's grade consists of the weighing of all factors by a competent instructor. Instructors may use the following criteria as guidelines in the assigning of grades to students.

**Grade of "A" - Excellent**

1. Consistently superior scores on examinations
2. Assignments completed in prescribed form, on time, with evidence of careful research on subject matter and planned presentation
3. Consistently shows independent thinking in terms of the subject matter of the course
4. Shows a grasp of relationships among various parts of the subject by noting parallels, similarities, and paradoxes in subject matter
5. Knows how to apply subject matter in new situations

**Grade of "B" - Good**

1. Consistently above average scores on examinations
2. Assignments completed in prescribed form, on time, with evidence of some extra references and planned preparation
3. Presents independent ideas frequently on subject matter of the course
4. Shows by behavior (written, verbal, social) that reasons for learning subject matter are understood and some application made
Grade of "C" - Average

1. Satisfactory scores on examinations
2. Most assignments completed in correct form and on time
3. Presents evidence of satisfactory grasp of assigned subject matter of the course
4. Shows by behavior (written, verbal, social) that subject matter has some application to academic, social, or vocational goals

Grade of "D" - Poor

1. Below average examination scores but high enough to show attainment of at least the minimum course objectives
2. Majority of assignments completed, in imperfect form, and not always on time
3. Shows some grasp of individual units of subject matter, but little evidence of interrelationships
4. Shows some improvement in behavior (written, verbal, social) by direct application of some learned material, but with little insight

Grade of "F" - Failure

Level of achievement does not measure up to competency required in the course

Grade of "S" - Satisfactory

Has demonstrated attainment of at least the minimum of requirements in skills, proficiency, and/or knowledge as specified in the course objectives

Grade of "U" - Unsatisfactory

Has not achieved the minimum acceptable standards specified for the course

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 sign an agreement that includes 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 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 by action of the Vice President for Student Affairs.

"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.
A student who is Administratively Withdrawn has one week to appeal the withdrawal from the date of the withdrawal. The student should contact the instructor regarding the possible reinstatement and provide any necessary documentation.

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.
Grade of "I" - Incomplete

The grade of "I" - shall be given or removed subject to the following conditions:

1. The student is unable to complete all requirements in a course because of illness or other dire reasons.
2. Assignment of an "I" must not be used as a device for evading issuance of a failing grade. Doing so would be considered an abuse of the purpose of the grade of "I." A grade of "I" implies a reasonable expectation that completion of the missing obligation will result in a passing grade for the course. Normally, at least 75% of the coursework should have been completed with a passing average prior to awarding an Incomplete.
3. A grade of "I" must not be given to a student who withdraws from the College course or who is enrolled in an "S-U" course.
4. An "I" will be changed to a final grade at the time the student completes the required work. This change should be initiated on the Change of Grade form.
5. An "I" not removed by the end of the next term (regardless of whether the student is enrolled for that term) will be changed to an "F."
6. All instructors must leave explicit instructions with the dean/division director for the removal of any assigned “I”s.
7. A student cannot re-register for a course in which he/she is assigned an "I" unless it has reverted to an "F."

Grade of "AW" - Administrative Withdrawal for Non-Attendance

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 to ensure compliance with the College’s published attendance policy.

Faculty members who choose to use the “AW” may not establish classroom policies that violate the college attendance policy (see 10-xx). Faculty must apply the policy evenly and consistently to all students.

Any student absent without permission, for any reason, from any class for more times than that class meets in any one week during fall and spring terms may be withdrawn by administrative action. If the instructor wishes to rescind this action, the instructor may complete the proper form and submit it to the Vice President for Student Affairs or designee.

Faculty members may establish a more lenient attendance policy providing such policy is published in the course syllabus and explained orally in a class session. The “AW” may also be employed in the following circumstances:
1. to remove students from the final class roster who fail to demonstrate course pre-requisites to the instructor,

2. to remove students from the class roster who fail to demonstrate progress in AIM courses through the first six weeks after the date of registration in the AIM course—

3. to remove students from the class roster as a disciplinary measure imposed during the student judicial hearings by action of the Vice President for Student Affairs.

Faculty members who choose to withdraw students utilizing the "AW" grade may do so using the same deadlines established for withdrawals as described above. "AW" grades may be awarded after those term/session deadlines only because of extenuating circumstances. If so, they will require the dean/division director's approval.
Grade of "W" - Withdrew

An automatic "W" will be awarded to any student who drops a course on or before the date specified in the Academic Calendar for each academic term.

Grade of "IP" - In Progress

The "IP" (In Progress) grade may be assigned to a student who does not complete all required units of individualized college preparatory or occupational courses during the term. The student receiving an "IP" grade must register and pay for the course during the next term of enrollment in order to complete the remainder of required units and receive a grade designation indicating completion.