

## GRADES AND GRADE POINT POLICY

### STATEMENT OF POLICY

The university academic calendar is organized on the semester basis. All credit is computed in terms of credit hours. A credit hour is the equivalent of prepared work for one hour per week for a semester. The student's work in any course will be rated for quality by letters of the alphabet that correspond to grade points as noted in the following table. Plus and minus grades may be given to further distinguish the quality of the student's work.

Grade	Indicator	Grade Points
A	Excellent	4.00 grade points per semester hour
A-		3.67 grade points per semester hour
B+	Above Average	3.33 grade points per semester hour
B		3.00 grade points per semester hour
B-		2.67 grade points per semester hour
C+	Average	2.33 grade points per semester hour
C		2.00 grade points per semester hour
C-		1.67 grade points per semester hour
D+	Poor	1.33 grade points per semester hour
D		1.00 grade points per semester hour
D-		0.67 grade points per semester hour
F	Failure	0.00 grade points per semester hour
I*	Incomplete	Temporary grade for no points.
P	Passing	No grade points, simply an indicator of status
W	Withdraw from a course	No grade points, simply an indicator of status
AU	Course Audit	No grade points; simply an indicator of status

\*The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond her/his control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, but no later than 12 months. If the grade of I is not removed by a signed change of grade form from the instructor during the specified time, a grade of F is automatically assigned by the registrar. Departments have a process to document the missing work and the computed grade with and without the completed work. This is to be filed with the department chair whenever a grade of I is given in case the instructor does not return to the campus the next semester.

Effective Date: This amended policy becomes effective upon adoption of Board of Trustees.

Adopted: The 19<sup>th</sup> day of June, 2009

Recommended amendments by General Faculty Vote: The 24<sup>th</sup> day of January, 2013

Amended: This the 21<sup>st</sup> day of June, 2013

Debra B. Miller  
Chairman, Board of Trustees  
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