



Title: College Grading System	Policy No.: ADM 2.02	Date: 8/1/12 Rev.: 8/1/15, 8/1/17
Areas Affected: All BSMCON Students		Page 1 of 2

**POLICY STATEMENT:**

Academic programs of the College have the option of using a grading method that is appropriate for the program. However, all grades are translated into the following quality points:

Grade	Meaning	Quality Points Per Credit Hour
A	Excellent	4
B+		3.5
B	Above Average	3
C+		2.5
C	Average	2
D+		1.5
D	Unsatisfactory	1
F	Failure	0
I*	Incomplete	Not used in GPA
P*	Passing, Credit awarded, no effect on GPA	Not used in GPA
W*	Withdrawal	Not used in GPA
WA*	Administrative Withdrawal	Not used in GPA
WS*	Withdrawal – Satisfactory Progress	Not used in GPA
WU*	Withdrawal – Unsatisfactory Progress	Not used in GPA
AU*	Audit (No credit)	Not used in GPA
MG	Missing Grade	Not used in GPA

**GRADE POINT AVERAGE (GPA):**

A student's GPA is an index of scholastic performance and is computed on the ratio of quality points earned to semester hours attempted. \*Courses with grades of I, P, W, WA, WS, WU, AU are not used in the calculation of the GPA. A student's GPA is calculated by dividing the sum of earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA (see above). Only work taken while enrolled at the College is used in the GPA.

Example:

Course	Grade	Credit Hours	X	Quality Points	=	Total Quality Points
NUR 2101	B	3	X	3	=	9
NUR 2102	B	4	X	3	=	12
NUR 2103	P*	2	X	n/a	=	n/a
BIO 205	A	<u>4</u>	X	4	=	<u>16</u>
(*P grade not used in calculation)		13-2 = 11				37

$37 / 11 = 3.36$  semester GPA

Reference Policy # ADM 2.01

Approved by:  Signature	Provost/VP Title	6.20.17 Date
<b>Approval History:</b> Committees and Dates: Policy Committee – 3/19/12, 5/18/15, 4/17/17		
Key words: Grading		

**INCOMPLETE GRADES:**

An incomplete grade may be assigned by the instructor for theory or clinical requirements when extenuating circumstances such as illness or other emergency prevent a student from completing course requirements by the end of the course. Failure to satisfactorily complete the necessary course requirement(s) within the approved time frame will result in course failure. This time frame shall be by the first official date of the following semester. A waiver may be granted by the academic dean or program director in extenuating circumstances in which the time frame is unreasonable. If a waiver is granted, the student must meet the course requirement(s) no later than the end of the 4<sup>th</sup> week of the following semester.

**AUDITING A COURSE:**

Class size permitting, students may register for courses on an audit (AU) basis. Auditing a course means a student enrolls in a course but does not receive academic credit upon completion of the course.

Students wishing to audit must submit a Course Approval form to the academic Dean or Program Director. Registrations for audit will only be accepted during the published add/drop period. Students who register for a course on an audit basis are subject to attendance regulations of that course and, unless otherwise specified at the discretion of the instructor, are subject to the same course requirements as other students in the class. Students may be administratively withdrawn for a violation of course requirements. Audit courses do not count as part of the student's course load and are not included in the calculation of GPA. The regular tuition/fee rate is charged for audit courses.

**GRADE CHANGE:**

If an instructor finds that it is necessary to change a student's grade (other than an Incomplete to a letter grade as defined above), the grade change must be made before the first day of class of the class of the next semester (including summer). A Grade Change form must be submitted to the Office of the Registrar. Grades can only be changed in extenuating circumstances if the instructor submits a written request for deadline extension to the appropriate dean or program director.

**ADMINISTRATIVE WITHDRAWAL:**

In extenuating circumstances, e.g., a serious medical or mental health issue, death of a close family relative (parent, grandparent, sibling, or spouse), etc., the academic dean or program director may administratively withdraw (WA) a student from enrollment during a semester. A grade of WA for every course in that semester will be recorded and will have no impact on GPA calculation. The Dean or Program Director may request a written statement from the student and/or health care provider briefly explaining the circumstances for the administrative withdrawal, or in the case of a death, an obituary of the close family relative. The Dean or Program Director will inform the Office of the Registrar concerning the awarding of WA grades and the Office of Fiscal Services concerning any account adjustment to reflect a pro-rated refund of tuition and fees for that semester. Students should contact the Office of Financial Aid to see how their course withdrawal may impact their financial aid status. Petition for exceptions to this policy may be considered by the academic dean and/or VP/Provost.