

Grading System

Students are graded on their academic progress based on in-class assignments, homework assignments, projects, attendance, quizzes, and exams as indicated on the course syllabus. All Exams are proctored. All grades are recorded on the student's transcript and averaged to decide the final grade for the program. The Cumulative Grade Point Average (CGPA) is calculated as a weighted average. For each course, the credit hours are multiplied by the quality points. The result is summed and divided by the total credit hours to yield the CGPA.

Letter Grade	Quality Points	Numeric Grade	Calculated into GPA
A	4.0	96-100	Yes
A-	3.7	90-95	Yes
B+	3.3	87-89	Yes
B	3.2	83-86	Yes
B-	3.0	80-82	Yes
C+	2.5	77-79	Yes
C	2.2	73-76	Yes
C-	2.0	70-72	Yes
D+	1.7	67-69	Yes
D	1.3	63-66	Yes
D-	1.0	60-62	Yes
F	0.0	59 and below	Yes
WF	Withdraw Failing	*	Yes
W	Withdraw	*	NO
WA	Administrative Withdraw	*	NO
TC	Transfer Credit	*	NO
I	Incomplete	*	NO
P	Pass	*	NO
NP	Not Passing	*	NO

Incomplete Grades: Students may receive an Incomplete Grade ("I") in a course if extenuating circumstances (i.e., critical illness/injury, severe family emergency, incarceration) arise during the term that prevent the student from completing the final coursework or final examinations for the class. Documentation must be provided supporting the request for the incomplete grade. Any student receiving an "I" must complete the required coursework to receive a final grade in the course during the following term or by the date specified by the instructor. If the incomplete coursework has not been completed by the end of the following term, or the date determined by the instructor, the grade of "I" will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, course work, or examinations, and the student's final grade in the course will be determined according to the grade structure set forth in the course syllabus. If the final grade is not of passing quality, the student will be required to retake the course at the student's expense. A course that is required to be repeated will count toward total credits attempted for the student's program (see the Satisfactory Academic Progress policy below). Satisfactory Academic Progress will be recalculated for students whose grades have been revised from a grade of incomplete to include the newly assigned grade in the calculation.

Dismissal and Suspension: Students may face suspension from class for reasons such as disruptive behavior, disrespectful behavior toward other students or instructors, or arriving for class under the influence of alcohol or illegal drugs. Notification of suspension will be mailed to the student. A student who receives two (2) or more suspensions may be officially dismissed from the university.

Withdrawing from the University: If the student withdraws during an academic term, the student will be assigned a W or a WF as a grade for each class in process depending on the date of withdrawal.

Repeating a Course: Students will be required to repeat a course for which a failing grade was assigned, for all courses that are required as part of the student's program. In all repeated course situations, the higher grade will be used in the Cumulative Grade Point Average (CGPA) calculation. If a student retakes a course due to a failing grade during the first attempt, and if the student passes the course the second time, the failing grade will no longer affect the student's CGPA. All grades will remain as part of the student's permanent record. Both the original class and the repeated class count toward the student's total amount of credits attempted for their program for Satisfactory Academic Progress determination.