

Board Policies

ACADEMIC AFFAIRS

262.00 ASSIGNMENT OF GRADES

Cowley College uses a 4.0 grading scale as a way to measure academic performance. To be eligible to receive a letter grade denoting college credit, the student shall complete the academic requirements specified for the course. A student having completed all requirements for a course shall have the achievements evaluated by the instructor and recorded on the permanent record. The recorded grade shall be considered final after the specified appeal and/or make-up period has expired.

An explanation of grades and grade points follows, with "A", "B", "C", "D", represent passing grades in descending order of value. Grade points are assigned per letter grade and used to determine a grade point average (GPA), calculated by taking the total number of grade points earned and dividing that by the total number of credits taken.

Grade	Definition	Points
A	Excellent – the student completed the work well and no deficiency exists.	4
B	Very good – meets all course requirements; however, some work remains undone	3
C	Adequate – completed work has at least one requirement that is unidentified or incomplete	2
D	Poor – below average and needs improvement	1
F	Failing, will be computed in GPA and hours attempted Does not meet course requirements	0
W	Withdrawn from class(es) (will not be computed in GPA)	0
I	An Incomplete, temporary grade that must be completed within the time limit set by the instructor	0
AU	Audit (Board Policy 204.00)	0
IP	Class is still in progress, instructor will submit grades later	0
S	A Satisfactory grade to be used for College designated short term, seminar or training classes	0
U	An Unsatisfactory grade to be used for College designated short term, seminar or training classes	0
XF	A grade to be used for plagiarism (Board Policy 402.00)	0
WT	Withdrawn by teacher (Board Policy 403.00)	0

An incomplete "I" grade is given only when a course cannot be completed because of illness or other special conditions beyond the control of the student. An incomplete cannot be granted before three-quarters of the course is completed (which is past the last day to withdraw from the course with a "w" grade). The student will enter into a contract with the instructor to outline course work necessary to complete the course and require the approval of the CAO. The contract must be executed prior to the first day of the published schedule for final examinations and submitted to the Registrar's Office. The contract terms must be fulfilled by the date designated on the contract but no later than December 1, and May 1 of the following semester. An "I" grade will be changed to "F" if the instructor does not initiate a grade change within one week after the contract deadline following the grading period for which the "I" was given.

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