

# GRADING SYSTEM

The standing of each student at the completion of each course is determined by the instructor and recorded at the end of each semester. The following grades and values are used:

- A (4.0)
- A- (3.7)
- B+ (3.3)
- B (3.0)
- B- (2.7)
- C+ (2.3)
- C (2.0)
- C- (1.7)
- P (Pass)
- F (0.0)
- W (Withdrawal)
- IN (Incomplete)

**W (official withdrawal) Grade:** This grade is used when a student officially withdraws from a course by filing a withdrawal form with the Office of the Registrar. Deadlines for filing are November 1 for the fall semester; April 1 for the spring semester; and the mid-semester point for summer sessions. Any student who does not complete course work and does not officially withdraw will receive the grade of "F". In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate academic dean for an official withdrawal after the deadline date. Such request must be accompanied by appropriate documentation of the time and nature of the circumstances. Decisions by the Academic Deans are final. To obtain a refund, students must file an official form and follow the Registrar's Refund Schedule. A partial refund is available only within the first third of each semester or summer session.

**Grade Access:** Final grades are posted to the transcript file approximately three weeks following the last day of the semester. Grades can be accessed via the Internet at GothicNet.

**Grade Point Averages:** The numbers in parentheses represent the index values used to compute grade point averages (GPA). The number of credits/semester hours assigned to the course multiplied by the grade index received gives the grade points earned for that course. The sum total of grade points earned divided by total credits attempted constitutes the student's GPA.

The credits (or semester hours) related to W (Withdrawal) and P (Pass) do not affect the grade point average. The number of credits assigned to the course multiplied by the grade index received gives the number of grade points earned for that course. The sum total of grade points earned divided by total credits attempted constitutes the student's grade point average.

For example, suppose a student enrolled in five three-credit courses and received an "A," three "Bs," and a "C." The grade point average is determined as follows:

A 4.00 x 3 credits = 12.00  
 B 3.00 x 3 credits = 9.00  
 B 3.00 x 3 credits = 9.00  
 B 3.00 x 3 credits = 9.00  
 C 2.00 x 3 credits = 6.00  
 Total 15 credits = 45.00 grade points

Divide 45.00 grade points by 15 credits. The grade point average is 3.00, or "B." The cumulative grade point average reflects all grades earned for all semesters. It is determined by dividing the sum total of all grade points by the sum total of all credit hours attempted.

**IN (Incomplete) Grade:** Used only in extraordinary circumstances, the "IN" grade grants a student further time to complete required course work. The deadline for revision of "IN" is six weeks after the beginning of the next semester. "IN" grade for Fall semester or winter session must be satisfied by the sixth week of the following Spring semester. "IN" grade for the Spring or Summer sessions must be satisfied by the sixth week of the following Fall semester. "IN" grades that are not resolved by the deadline will automatically be converted to "F" grades.