

The grading system used in the College District and the grade points assigned are as follows:

<u>Grade</u>	<u>Description</u>	<u>Grade Points Per Semester Hour</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	
W	Withdrew	
AU	Audit	
P	Pass	0
S	Satisfactory	0
U	Unsatisfactory	0
N	No Credit	0

Grade point averages (GPAs) can be calculated by dividing the total number of grade points by the total number of semester hours attempted. "I," "W," "AU," "P," "S," "U," and "N" do not affect GPAs.

The College District administration is authorized to develop guidelines for grading standards for all courses and to develop pass/fail grading procedures for those credit courses in the College District instructional program where it is appropriate to do so. These guidelines and procedures are located in administrative regulation EGA-R.

GRADE REPORTS	End-of-semester grade reports shall be made available to students. Permanent grades shall be recorded at the end of each semester. End-of-semester grade reports shall be withheld if the student's admission file is incomplete or if the student has any outstanding obligations to the College District.
INCOMPLETE GRADES	Students who fail to complete the requirements of a course for a justifiable reason such as illness will receive a grade of incomplete, or "I." Before submitting a grade of incomplete, the student and instructor must sign an agreement describing work to be complet-

ed, the deadline for completion, and the result if the work is not completed.

Students can remove an "I" from their record by completing the course requirements within 60 days after the end of the semester. This period may be extended only with the approval of the dean of instruction. Students shall be responsible for arranging with their instructor the completion of the course requirements.

If the course requirements are not satisfactorily completed within 60 days, the "I" will become an "F." An incomplete cannot be changed to a "W."

In extraordinary or extenuating cases, the College President or his or her designated representative can approve deviations from this policy.

SCHOLASTIC
PROBATION

Students who have a GPA below 2.0 or who withdraw from more than half of the credit hours attempted in a semester may be placed on advised academic status or scholastic probation. The appropriate division chair will outline the conditions students must follow to continue enrollment in the College District. If they fail to meet these conditions, they will be subject to scholastic suspension.

SCHOLASTIC
SUSPENSION

If placed on scholastic suspension by the provost and dean, academic and student affairs, students will not be eligible to enroll in the College District for one semester. If they are suspended again, they cannot be readmitted for a year. If they are suspended a third time, they cannot reenroll without permission from the provost and the dean, academic and student affairs.

AMENDED: 11/19/2013