

303-05 GRADING—PROCEDURE

1. PURPOSE

Define the grading system.

2. PROCEDURE

1. The Coconino Community College grading system is as follows:

<u>Letters</u>	<u>Grades</u>	<u>Grade Points/Credit Hour</u>
A	Excellent	4
B	Exceeds Standard	3
C	Meets Standard	2
D	Below Standard	1
F	Failure	0
I**	Incomplete	Not calculated in GPA
W	Withdrawal	Not calculated in GPA
AU	Audit (no credit)	Not calculated in GPA
NC	Non-credit (no credit)	Not calculated in GPA
S*	Satisfactory	Not calculated in GPA
U*	Unsatisfactory	Not calculated in GPA
IP*	In Progress	Not calculated in GPA

*These grades are used for approved courses only.

**An "I" (Incomplete) is not a final grade.

2. Course grades are determined by the instructor as outlined in the course syllabus.
3. To calculate GPA:
 - a. Multiply the number of credit hours earned in each class by the points assigned to the letter grade.
 - b. Add the points of all classes.
 - c. Divide by the total number of credits.
- 4.. A grade of "I" may be requested by a student at the end of a term in which the student meets the criteria listed below. The Faculty Handbook and/or Student Handbook may be referenced for additional information on Incompletes. Criteria for "I" grade:
 - a. Must complete 80% of the work required for the course and have a grade of C or better.
 - b. Presented a case documenting circumstances that prevent completion of the course requirements by the end of the term.
 - c. Entered into the "Contract for Incomplete Grade" with instructor.
- 5.. A grade of "W" indicates that the student withdrew from the class after the end of the drop period but on or before the withdrawal deadline.
6. A grade of S/U is available for some courses as stated in the College Catalog.

A grade of “S” is the equivalent to a grade of C or better and is not calculated in the student’s GPA. A grade of “U” shows on the transcript but not as credit earned for the term.

A grade of “S” shall not apply towards a degree or certificate requirement.

7. A grade of “IP” is used when it is known at the time of registration that class completion will require work in excess of a single term or to indicate courses that student are currently enrolled in.
8. Students who complete at least six (6) credits during a semester and whose grades qualify will be granted the following designations:
 - a. Vice President’s List: 3.50 to 3.99 semester GPA
 - b. President’s List: 4.00 semester GPA
9. Students interested in replacing a poor grade to increase their GPA may repeat the course according to procedure 303.09. The highest grade achieved will be used in calculating the GPA.
10. Students may appeal a grade or other decision affecting completion of course requirements. See Student Academic Appeals Procedure – 303.06.

3. BACKGROUND

1. References: none
2. Revision history: 1991/1992 (Catalog), 04/06/2004, 06/01/2004, 06/23/2010, 11/14/2012, 03/12/2014, 04/13/2014. 12/14/2016
3. Legal review: none
4. Sponsor: Academic Affairs

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COCONINO COMMUNITY COLLEGE