

**POLICIES AND PROCEDURES MANUAL**

<b>TITLE</b>	<b>Grading System: General</b>
<b>LEGAL AUTHORITY</b>	<b>State Board of Education Policy 713.01</b>
<b>DATE APPROVED BY BOARD</b>	<b>December 13, 2001</b>

Each course for which a student has registered must be assigned one of the letter grades as follows:

<u>Grade</u>	<u>Definition</u>	<u>Quality Points</u>
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
F	Failure	0 points

NOTE: Each institution may further define letter grades A-F. While the grade of D is normally considered passing, institutions may require a higher grade in selected courses.

I	Incomplete. Must be made up no later than the end of the following semester or becomes an F. (A shorter period for makeup may be designated by the institution.)	0 points
AU	Audit. Course taken for no credit. Credit hours will not be averaged into the grade point average. Must be declared by the end of the registration period and may not be changed thereafter.	0 points
W	Official withdrawal from a course within a time period designated by the institution, or withdrawal from the institution within a time period designated by the institution. Credit hours will not be averaged into the grade point average.	0 points
WP	Official withdrawal from a course after the time period designated by the institution for receipt of "W" grade and which the student is passing at the time of withdrawal. Credit hours will not be averaged into the grade point average. Selection to use this grade by an institution is optional.	0 points