

3357:13:14-281 Calculating the Cumulative Grade Point Average

- (A) Calculating the Grade-Point Average: The quality-hour value for each course is multiplied by the number of quality points for that grade. (Quality-hours are those hours earned from courses with A, B, C, D, or F grades.) This sum is then divided by the sum of the quality hours.
- (B) A letter-grade and plus/minus system for evaluating academic performance is employed for all undergraduates. Each letter grade corresponds to a number of grade points. Each letter-graded course receives a numerical value of quality points (quality points equal grade points times semester credit hours per course) to use in determining a student's average (per credit hour) in a particular term and to find a student's cumulative grade point average (per credit hour).
- (C) To determine a student's overall grade-point average, the college uses the standard four-point system, with the available grades and their respective point values being as follows:

- A = 4.00
- A- = 3.67
- B+ = 3.33
- B = 3.00
- B- = 2.67
- C+ = 2.33
- C = 2.00
- C- = 1.67
- D+ = 1.33
- D = 1.00
- D- = 0.67
- F = 0.00

- (D) To determine the grade point average for a term, first determine the total quality points earned in the term by multiplying the number of grade points awarded for each course by the course's assigned number of semester credit hours and adding the resulting quality points earned for each course in the term. Then divide the total quality points earned in the term by the number of semester credit hours attempted (for letter grades) in the term (see example below).

Example

Course	Grade	Grade Points	x	Credit Hours	=	Quality Points
Course A	C+	2.33	x	3.0	=	6.99

Course B	B-	2.67	x	3.0	=	8.01
Course C	B	3.00	x	4.0	=	12.00
Course D	C-	1.67	x	3.0	=	5.01
Course E	A-	3.67	x	1.0	=	3.67
Course F	F	0.00	x	1.0	=	0.00
Course G	A	4.00	x	3.0	=	12.00

Total quality points earned: 47.68

Total graded hours: 18.0

Term grade point average: $47.68 \div 18.0 = 2.65$

(E) Additional grades used at the college are defined below. Those marked with an asterisk (*) are assigned only by the Student Records Office.

(1) INCOMPLETE - An incomplete grade indicates that a student has not completed a small part of course requirements due to uncontrollable circumstances. An incomplete grade may be removed from the student's record if the student arranges with his/her instructor to have the course completed at the earliest possible time - but not later than the deadline date as specified in the College calendar. If the "I" grade is not changed within the specified period of time, the "I" grade automatically will be changed to an "F" and the course must be repeated for credit.

In no case shall a student who has received the mark "I" be permitted to repeat the course in which the mark was received until the "I" has been removed in the method indicated.

(2) P/NP PASS/NO PASS - Courses graded in this manner will count as credit hours only and shall not be considered in determining the percentage-hour ratio. A passing grade (P) represent 70% or higher.

(3) *W WITHDRAWN - Students may withdraw from any course at the College up until the deadline as stated in the College calendar and receive a grade of "W". Withdrawals from a course are not permitted after twelve (12) weeks.

(4) *ADW ADMINISTRATIVE WITHDRAWAL – This mark indicates the student has been administratively withdrawn from class. The college has the authority to withdraw a

student from the college and revoke the student's registration for non-academic reasons. An "ADW" grade is not used in the grade point average (GPA) calculation, but is counted toward hours enrolled.

- (5) *WNP ADMINISTRATIVE WITHDRAWAL NON-PARTICIPATION - This mark indicates that a student is not actively participating in the course and who are not providing evidence of course completion. Active engagement of course completion is a combination of attendance, participation, completion of assignments and other activities outlined in the course syllabus. The engagement measure only applies to effort, not grades. A "WNP" grade is not used in the grade point average (GPA) calculation, but is counted toward hours enrolled.
- (6) *K TRANSFER CREDIT - This mark shall be used for work credited from other colleges, institutions and service schools. "K" credit shall be counted as hours only and shall not be considered in determining a student's percentage-hour ratio.
- (7) *X CREDIT BY EXAMINATION - This mark indicates credit awarded on the basis of a written examination, division evaluation, or portfolio evaluation. The level of achievement required of the student is determined by the College division involved, but is never less than 70%.

Credit by examination shall not be awarded to a student for a course in which a percentage or P/NP grade has been received at the College. "X" credit shall be counted as hours only and shall not be considered in determining student's percentage-hour ratio.
- (8) *R AUDIT - This mark shall be used when a student is taking a course for interest only and not for credit. Changes from audit to credit or credit to audit will be allowed only within the first five (5) class days of each semester.
- (9) *NR NO REPORT - The instructor left the grade blank on the grade report or grades were turned in too late to be processed.
- (10) PR PROGRESS - This grade is assigned only in courses for which it has been approved. It indicates that the student has made progress in the course, but not a sufficient amount to justify the awarding of a standard grade. No credit. Not calculated in the grade point average.

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Review Dates: 5/1/15, 4/27/21