Official Letter Grading Scale

Effective for all Terms starting on or after April 17th, 2023

Records of grades are maintained by the Registrar. Students receive letter grades at the end of each grading period (course) using the official letter grading scale. Grades are based on assignments, tests, and manipulative performance examinations given with each unit of learning. At the end of each evaluation period, the student's cumulative grade point average (CGPA) will be determined.

Incomplete Grades

All missed exams and assignments must be complete by the last day of the current term. In rare circumstances, an "I" (incomplete) grade may be issued with the approval of the Academic Dean or the Campus President. The student will then have seven calendar days (excluding published holidays) in which to make up the missing work. A student who has a final grade of "I" and who has not made up the work by the end of this period, will receive a course grade calculated based on a grade of zero for the missing work. Any action that may result from a grade calculated on this basis (such as probation, being required to repeat the course, or withdrawal/dismissal) will be executed immediately.

When the "I" is replaced with a letter grade, Satisfactory Academic Progress will be recalculated based on the letter grade and the credits earned.

Incompletes, although a temporary grade, will be included as attempted credits.

Course Co-Requisites

Effective for all Terms starting on or after November 28th, 2022

Some programs require courses to be taken concurrently. These courses are identified as co-requisite courses. A student who fails a lecture course will also receive a failing grade (F) for any lab or clinical course identified as a co-requisite to the failed course(s) regardless of the grade earned for the clinical/lab course. A student who fails a clinical or lab course but passes the/all co-requisite lecture course(s) is required to repeat only the failed clinical or lab course. If a course is co-requisite with one or more other courses, that requirement is listed in each course description or in the program matrix in this catalog.

Grading Scale Key

Modifier	Description	Meaning
1	Superscripted 1 with letter grade	Course must be repeated
2	Superscripted 2 with letter grade	This course does not impact GPA but does count toward rate of progress
3	Superscripted 3 with letter grade	This course does not impact CGPA and is not assigned credits, attempted, or earned credit hours
4	Superscripted 4 with letter grade	Applicable to military withdrawals only
5	Superscripted 5 with letter grade	A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "WI"(withdrawn but incomplete) and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
N/E	In the GPA column	No effect on grade point average (GPA)

General Education Courses & Core Programs

This is the official letter grading scale for all non-nursing general education courses and core program courses. Core program courses are those that are taught in four-week modules.

Letter Grade	Numerical %	Description	GPA
A	90–100	Highly Competent	4.00
B	80–89	Fully Competent	3.00
C	70–79	Competent	2.00
F[1]	0–69	Not Competent	0.00
T[3]	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
IM[4]	N/A	Incomplete (Military)	N/E
W[2]	N/A	Withdrawn from Course	N/E
WI[5]	N/A	Withdrawn Incomplete	N/E

Clinical Program Content Courses

The official letter grading scale for technical courses in all programs taught in ten-week academic terms (except Nursing programs) is as follows:

Letter Grade	Numerical %	Description	GPA
A	90–100	Highly Competent	4.00
B	80–89	Fully Competent	3.00
C	75–79	Competent	2.00
F[1]	0–74	Not Competent	0.00
T[3]	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
IM[4]	N/A	Incomplete (Military)	N/E
W[2]	N/A	Withdrawn from Course	N/E
WI[5]	N/A	Withdrawn Incomplete	N/E

Vocational Nursing Courses

The official letter grading scale for all courses in the Vocational Nursing program is as follows:

Letter Grade	Numerical %	Description	GPA
A	93–100	Highly Competent	4.00
B	85–92	Fully Competent	3.00
C	78–84	Competent	2.00
F[1]	0–77	Not Competent	0.00
T[3]	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
IM[4]	N/A	Incomplete (Military)	N/E
W[2]	N/A	Withdrawn from Course	N/E
WI[5]	N/A	Withdrawn Incomplete	N/E

Pass/Fail Courses

The following grading scale will be used for courses identified as pass/fail. These courses do not impact GPA, but they do count toward rate of progress.

Letter Grade	Numerical %	Description	GPA
P	N/A	Successful completion of a Pass/ Fail course	N/E
F[1,2]	N/A	Failure of a Pass/Fail course	N/E
IM[4]	N/A	Incomplete (Military)	N/E
W[2]	N/A	Withdrawn from Course	N/E
WI[5]	N/A	Withdrawn Incomplete	N/E