

Grade Point Average (GPA) Calculation

Grade points are calculated by multiplying the regular term hour value of the course by the point value of the grade earned. An "A" in a three-hour course earns 12 grade points, a "B" earns 9 points, a "C" earns 6 points, a "D" earns 3 points, an "F" earns 0 points. The grade point average (GPA) is calculated by dividing the total points earned by the semester hours completed with grades of "A", "B", "C", "D", or "F". For repeated courses, the highest grade is used in the cumulative GPA; however, all grades earned in a course will be entered on your transcript and will remain there permanently. The following grades are not used to calculate your GPA: I (Incomplete) P/F (Pass/Fail Courses) W (Withdrawn) I (Incomplete). A college level GPA is also displayed on the student record which reflects only college level coursework and excludes developmental or preparatory coursework.

Grade Points Calculation Reference

Example: Fall 2017

- AGRI 1301 B 3 points X 3 hours 9 points
- MATH 1314 C 2 points X 3 hours 6 points
- BIOL 1301 A 4 points X 3 hours 12 points
- COMM 1300 A 4 points X 3 hours 12 points

Total hours: 12 Total points: 39

GPA = 39 points/12 hours (39 divides by 12) = 3.25 GPA

Grading Scale

A (90-100) = 4.00	C (60-64) = 2.00
A- (85-89) = 3.75	C- (55-59) = 1.75
B+ (80-84) = 3.50	D (50-54) = 1.00
B (75-79) = 3.00	F (0-49) = 0.00
B- (70-74) = 2.75	INCOMPLETE = I
C+ (65-69) = 2.50	WITHDRAWAL = W
TRANSFER	= T

INCOMPLETE

1. Incomplete "I" grades are temporary grades assigned to students who completed more than 50% of a course but were unable to finish due to illness, death in the family, etc.
2. Incomplete grades will not be awarded to students who fail to complete their course work or final examination/assignments.

3. A student must apply to receive an "I" grade using the incomplete grade form and must present all supporting documents e.g. letter from a qualified physician, obituary with their names etc. This form will detail the work to be submitted for completion as well as the deadline. The form must be signed by the student, instructor, and Academic Dean and submitted to the Registrar's Office.
4. Students have one semester to remove an "I" grade from their transcript. "I" grades awarded in the fall semester must meet requirements by the spring semester; summer must meet requirements by the fall semester.
5. An "I" grade automatically turns into "F" grade after one semester. It is the student's responsibility to follow up on all incomplete grades.

WITHDRAWAL

1. A "W" is a notation assigned by the Records Department reflecting an administrative action initiated by the student in accordance with regulations governing withdrawal from a course. "W" may not be assigned by the instructor.
2. The student must submit a completed Course Withdrawal Form along with proof of payment of the requisite fee to the Records Department prior to the date specified in the official Institute Calendar for the particular academic semester/session. Credit can be earned only upon successful repetition of the course.