

NorthWest Arkansas Community College Administrative Policies and Procedures

Grading Policies 3-4-2

Policy:

NorthWest Arkansas Community College uses the following grading symbols which correlate to quality points used in calculating grade point averages:

A – excellent, 4 quality points

B – good, 3 quality points

C – average, 2 quality points

D – lowest possible passing grade, 1 quality point

V – Verified Prior Learning Credit

FA - failure due to non-attendances (see definition below)

F - failing

W - withdrawal

The Department of Education defines an Unauthorized Incomplete or FA grade as a grade awarded to students who did not officially withdraw from the course, but failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

AU – audit, which denoted registration and attendance in courses, not no credit will be awarded.

I – incomplete. The following criteria govern the awarding and successful completion of an Incomplete:

- 1. A student or his/her authorized representative must initiate an Incomplete.
- 2. A student must have been carrying at least a "C" in the course before the situation that prompted the request for the Incomplete.
- 3. The student was in compliance with all course requirements.
- 4. The maximum time allowed to complete a course for which a student earned an Incomplete is the end of the next non-summer term.
- 5. If the student does not complete the course work by the date stipulated on the contract, then the "I" becomes an "F". Students who need to attend class to make up incomplete work will need to re-register for the class.



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An Incomplete Contract must be prepared and signed by the student, instructor, and the division chair for students to receive an "Incomplete" in a course.

IP – in progress (for courses that extend beyond the normal semester dates).

Any grade change that occurs after the student receives his/her grade report from the Student Records office must be approved by the Vice President for Student Learning.

Adopted: September 2000

Revised: July 2005 Revised: May 2006

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