

POLICIES

GRADING SYSTEM AND GRADING SCALE

A 73% (C) is required to pass a course and progress in the undergraduate academic programs. The final course grade is determined by the cumulative scores on all assigned coursework.

Failure to earn a score of 73% (C) or higher in an undergraduate course will prevent learners from progressing to the next level or graduating from the academic program and require the learners to repeat the course. Learners who fail to successfully complete a course on the third attempt will not be eligible to continue in the academic program and will be withdrawn from the College. If the course is a prerequisite for a higher-level course, the prerequisite must be completed before progressing in the academic program.

An 80% (B-) grade is required to pass a course and progress in the graduate academic programs. The cumulative scores on all assigned coursework determine the final course grade.

Failure to earn a score of 80% (B-) or higher in a graduate-level course will prevent learners from progressing to the next level or graduating from the academic program and require the learners to repeat the course. Learners who fail to successfully complete a course on the third attempt will not be eligible to continue in the academic program and will be withdrawn from the College. If the course is a prerequisite for a higher-level course, the prerequisite must be completed before progressing in the academic program. Final course percentages do not necessarily reflect progression toward successfully meeting the required 3.0 cumulative GPA for program completion.

Learners who do not successfully meet course requirements will receive updated course schedules and Program Plans. All schedule changes will align with Catalog policies according to the version in effect when the courses are retaken.

Letter Grade	Grade Percentage	Grade Points
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	0-59%	0.0

Letter Status	Grade Points
AU	N/A
I, IR	N/A
R	N/A
TC	N/A
W	N/A
X	N/A

Note: Grading is based on rounded percentages as follows: decimals below .50 are rounded down to the full percentage point; decimals equal to or above .50 are rounded up to the full percentage point.

AU – Audit – is recorded when a learner takes a course for no academic credit. An AU status has no effect on grade point average (GPA) or rate of progress for purposes of calculating SAP.

I – Incomplete – is recorded when a learner cannot complete the coursework by the end of an academic semester or if additional and/or extensive remediation is required after the end of an academic semester. If a learner fails to complete the required coursework by the end of the academic semester, or if additional remediation is required, and the learner reasonably believes that, with additional time, all requirements can be met, the learner may request an Incomplete status by completing an Incomplete Request Form, available in the Learning Management System (LMS). The decision to grant this request is at the discretion of the instructor. The course instructor also may initiate the assignment of the “I” status. Program Plans will be altered as a result of Incomplete status. If the course is a prerequisite for a higher-level course, the prerequisite must be completed before progressing in the academic program. When an Incomplete status is granted, the learner must agree in writing to the instructor’s stipulations for the make-up and/or remedial work. Learners must submit the required make-up or remedial work by Friday at 4:59 p.m. Mountain Time of Week 16 of the following semester. If the work is submitted within this timeframe, the instructor will request that the learner’s Incomplete status change to the letter grade earned prior to the end of the following academic semester. Failure to complete the required work by 4:59 p.m. Mountain Time of Week 16 of the following semester will result in a failure of the course and the Incomplete status will be changed to an “F” grade.

IR – Incomplete, Remediation – is only applicable for rescheduling of Experiential Learning makeups* or incomplete remediation requirements for nursing courses with HESI exams. A learner who earns a passing grade in the course and who scores less than 850 on the HESI exam is required to complete HESI remediation before the end of the semester. If the remediation is not completed before the end of the semester, an IR grade will be assigned. (see the [Nursing Core Courses with HESI Requirement](#) section of this Catalog).

The make-up/remedial work will not change the originally earned grade. The “IR” status cannot extend beyond the add/drop period of the following academic semester. When all required work is completed in a satisfactory manner and within the allowed timeframe, the instructor will request that the “IR” status change to the letter grade earned. Failure to complete the required work within the allowed timeframe will result in course failure, the “IR” status will be changed to an “F” grade, and the learner will be required to pay for and repeat the course.

R – Repeat – replaces the grade in the previous attempts when a course is repeated. The new grade is used in the GPA calculation. All attempts count toward the maximum time frame (150%) for program completion.

TC – Transfer Credit – is recorded when the requested transfer credits have been approved. To receive credit, a learner must request an official transcript must be requested by the learner directly from the institution attended. Specific grades for courses transferred from another institution are not recorded. For more information see [Transfer of Credit](#) section of this Catalog.

W – Withdrawal – is recorded when a learner officially withdraws from a course after the end of the add/drop period but before the beginning of Week Nine in any academic semester. Withdrawals do not affect GPA; however, course credits will be considered as attempted but not completed for calculating the maximum time frame and course completion rate portions of SAP. If a learner withdraws from a course in or after Week Nine of any academic semester, an “F” grade will be recorded in the course.

WF – Withdrawal/Fail – is recorded when learners are placed on disciplinary suspension during an academic semester in progress. The “WF” grade will affect the learner’s GPA and SAP in the same manner as an “F” grade.

X – Cancel – is recorded when a new learner cancels their enrollment during the add/drop period. The “X” status has no effect on GPA or rate of progress for purposes of calculating SAP.