1. POLICY NAME: **GRADING SYSTEM**

2. POLICY CATEGORY: **POLICIES AND PROCEDURES – UNDERGRADUATE STUDENTS**

3. POLICY STATEMENT*:

Grade reports are issued to students at the completion of each semester/term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated in the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a three-credit course with a grade of B would earn nine quality points [credit value of course (3) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Letter Code	Description	Included in			Quality Points
		Credits Earned	Credits Attempted	CGPA	
A	Excellent	Yes	Yes	Yes	4.00
A-	Very Good	Yes	Yes	Yes	3.70
B+	Good	Yes	Yes	Yes	3.30
B	Good	Yes	Yes	Yes	3.00
B-	Good	Yes	Yes	Yes	2.70
C+	Satisfactory	Yes	Yes	Yes	2.30
C	Average	Yes	Yes	Yes	2.00
C-	Below Average	Yes	Yes	Yes	1.70
D+	Poor	Yes	Yes	Yes	1.30
D	Poor	Yes	Yes	Yes	1.00
F	Failing	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
AU	Audit	No	No	No	n/a
P+	Passing with Distinction	Yes	Yes	No	n/a
P	Passing	Yes	Yes	No	n/a
Grade**	Repeat	No	Yes	No	n/a
TC	Transfer	Yes	No	No	n/a
IP	In Progress	No	No	No	n/a
W	Withdrawal	No	Yes	No	n/a

During the COVID-19 pandemic, including Spring, Sum I & Sum II 2020 terms, the grades P(Pass) & NP(No-Pass) were issued

All ENGB/IELP courses and developmental Math courses (090/095/103/104) are graded P+*, P*, and F*, with P* as the lowest passing grade. It is also the lowest passing grade in ENGL 100 and UNIV 100. Internships are graded on a P+, P and F scale.

I   An incomplete (I) is issued no sooner than the last two (2) weeks of the semester to a student who has satisfactorily completed a substantial portion of the course work, but for ***nonacademic reasons beyond the student's control***, he or she is unable to meet the full course requirements on time. The course instructor issues this grade, subject to approval by Dean, Associate Dean or Chair and the Provost and Chief Academic Officer. The incomplete course work must be completed by the end of the subsequent semester/summer session. If the student does not complete the work within the stipulated time, the incomplete is changed automatically to the grade of F. An incomplete must be processed at the time of the concession (e.g., authorized suspension of attendance, accepted tardiness/non-completion of assignments, etc.). ***The university does not grant incompletes retroactively. Students should apply for an incomplete through the online system*** *http://registrar.aud.edu/*

AU   ***No credit is given for audit (AU) classes, nor is the grade included in the student's academic average***. Students must receive written approval from the Dean, Associate Dean or Chair to audit a class, or classes, prior to the first day of the semester. Instructor approval may be required for some courses.

IP   This symbol is used in lieu of a grade when an Internship or a Field Experience is still in progress. It is assigned at the end of the academic term of registration for the course, and in subsequent semesters/terms, until the Internship or Field Experience is completed, submitted, evaluated and a final grade is assigned. ***No credits are awarded for an Internship or a Field Experience while it is in progress***.

W   ***A student is allowed to withdraw officially from a course no later than the end of the tenth week of the semester (end of the fifth week in a summer session)***. The W is calculated in Satisfactory Academic Progress but is not calculated in the CGPA. ***The university does not grant withdrawals retroactively***. W is used to denote withdrawal of students in the case of dismissal by a Conduct Council.