



GRADE SCALE

POLICY

The college's grading scale is as follows:

A =	90 – 100	indicates excellent work
B =	80 – 89	indicates good work
C =	70 – 79	indicates satisfactory work
F* =	00 – 69	indicates failure
I**		indicates incomplete work
P		indicates satisfactory performance in a pass/fail course
U		indicates unsatisfactory performance in a pass/fail course
N		indicates unsatisfactory performance for non-attendance
NF		indicates unsatisfactory performance for non-attendance in a pass/fail course
W		indicates withdrawal from a course after the drop/add period, but before the end of the 7 th week of classes
WA***		indicates an administrative withdrawal
WP		indicates withdrawal from a course between weeks 7 and 9 with a passing grade
WF		indicates withdrawal from a course between weeks 7 and 9 with a failing grade
AU		Audit (See Policy 1011 – Course Audit)

*All doctor of chiropractic degree curriculum courses require a grade of “C” or above to pass.

** An “I” is a temporary grade. All assignments, along with a Grade Change form, must be submitted to the registrar’s office by Monday of the second week in the subsequent quarter in order to receive credit. Failure to do so automatically converts the grade to an “F.”

***Students are responsible for meeting the requirements of all courses in which they are enrolled. If a student needs to withdraw from a course, several courses, or the college, he/she must fully complete the withdrawal process. Failure to do so will result in an unsatisfactory grade in the respective course(s). However, under exceptional circumstances, a student may be withdrawn from a course or courses by an administrator.

An administrative withdrawal may only be assigned by the vice president for academic affairs and must include an explanation of the reason for the grade. The grade of “WA” will only be assigned in cases of academic/disciplinary action or documented emergencies and may not be used simply to avoid a failing grade in a course. The “WA” has no quality points and is not computed in the GPA.



Policies & Procedures

Policy Number

1001

Date of Adoption / Rev.

03/03/26

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The college can offer no guarantee that credits earned will transfer to another institution, as the transfer of credit is always the responsibility of the receiving institution.

Quality points are assigned as follows: A – 4, B – 3, C – 2, F – 0, N – 0, WF – 0, multiplied by the number of hours in the course. The grade point average (GPA) is computed by dividing the total quality points earned by the total hours attempted. Grades of I, P, U, NF, W, WA, WP, or AU are not included in the calculation of GPA.

See also:

Policy 1006 – Drop/Add Period