



TO: Faculty

RE: **Assigning Grades & NA Notations**

The due date for faculty to turn in grades to the Office of the Registrar will be five (5) working days after the end of the final week each semester. (Commencement day shall not count as a working day.) The time required for processing grade reports will be six (6) working days including preparation of grade reports for processing.

Please make sure that:

- the "GRADE" has a letter grade posted (including +/- designation, if applicable) **DO NOT LEAVE ANY GRADE BLANK.**
- the column marked "LAST DATE OF ATTENDANCE" has a date for any student receiving an: "IN", "F", "NC"

Notes:

- + **Mandatory reporting** of the last date of attendance complies with federal and state financial aid requirements and eliminates a potential liability.
- + **Your compliance** with the posting of the last date of attendance is required. If a student has never attended please use "NA" to designate "never attended" as the LDA ("NA" is not a grade).

Students who drop out without providing notification: FYI

1. Faculty member provide on the final grade sheet a student's last date of attendance for all students that are assigned a grade of F, NC, IN, or for whom the Registrar has assigned a grade of NR.
2. Within 30 days from the last day of a semester, the Bursar reviews those students considered to have dropped out and will perform Title IV refund /repayment calculations. The unearned funds will be returned to the appropriate program within 30 days from the date of the calculation.

Grades of:

"P" and "NC" are used for only approved courses allowing the pass/no credit option (the list can be found in the front of the master schedule of classes)

"IN" for incomplete may be assigned under certain circumstances. An incomplete form, available in the Registrar's Office, must accompany each "IN" grade given to a student.

A grade of W is not acceptable. Do not leave any grade blank.

Professors may assign only the following grades:

A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	
D-	0.7	
F	0.0	Failure
P	0.0	Pass
IN	0.0	Incomplete
NC	0.0	No Credit

GPA:

Calculating Grade Point Average

1. Multiply the number of credits attempted for each class by the number of points per credit, which is dependent on the grade. The answer is the number of quality points for the semester.

A	4 points per credit hour;
A-	3.7 points per credit hour;
B+	3.3 points per credit hour;
B	3 points per credit hour;
B-	2.7 points per credit hour;
C+	2.3 points per credit hour;
C	2 points per credit hour;
C-	1.7 points per credit hour;
D+	1.3 points per credit hour;
D	1 points per credit hour;
D-	0.7 points per credit hour;
F	0 per credit hour

INC, NC, or P grades are not calculated in the GPA.

2. Add quality points for each class to get total quality points received for the semester.

A grade of W is not acceptable. Do not leave any grade blank.

3. Divide the total number of quality points for the semester by the total number of quality hours. The answer is the student's grade point average for the semester.

Example:

GRADE	QH	EARN	QP
A	3.0	3.0	12.0
B+	3.0	3.0	9.9
C+	3.0	3.0	6.9
C	3.0	3.0	6.0
D	3.0	3.0	3.0

$GPA = \text{Total Quality Points} \div \text{Total Quality Hours}$

$GPA = 12.0 + 9.9 + 6.9 + 6.0 + 3.0 = 37.8 \div 15 = 2.52$

NOTE : To calculate cumulative GPA, use the same formula: Total Quality Points divided by Total Quality Hours.

A grade of W is not acceptable. Do not leave any grade blank.