

46 I FACULTY/STAFF GUIDELINES

COURSE EVALUATIONS

Continuous assessment shall take place throughout the semester. Examinations and tests shall be given at the discretion of the lecturer. **There should be at least two major evaluations inclusive of the final examination.**

Continuous assessment accounts for forty percent to sixty percent of the course grade, and the final examination for the remaining percentage of the course grade. Under no circumstance should the continuous assessment grade or final evaluation grade account for less than forty percent of the final course grade. **There will be a final oral, written or practical examination for every course.**

SUPPLEMENTAL EXAMINATIONS

A student who completes a course satisfactorily but fails to obtain a passing grade may apply to take a final supplemental examination. The supplemental examination should be given and scored before the beginning of the ensuing semester. The Department Head is responsible for the supplemental examination process.

GRADING SYSTEM

When requirements for each course are satisfactorily completed, credits are assigned. The quality of performance is indicated by the grade given at the end of the semester.

	GRADE	GRADE POINTS
A+	Superior	4.0
A	Outstanding	4.0
A-	Excellent	4.0
B+	Very High	3.0
B	High	3.0
B-	Good	3.0
C+	Above Average	2.0
C	Average	2.0
C-	Below Average	2.0
D	Weak	1.0
F	Failure	0
I	Incomplete	0
W	Withdrawn	0
WP	Withdrawn Passing	0
WF	Withdrawn Failing	0
AU	Audited	0

Q Dropped by
Presidents Permission O

Skills and Enrichment courses which are non-credit are given

P Pass or Permission to move to credit course
F Repeat Skills course or Failure on Enrichment Course

Students receiving an "F" in a course will be allowed to repeat the course twice to enable them to receive a satisfactory grade. An "F" will stay on the permanent record until the course is repeated and the student achieves a passing grade and then the passing grade will replace the "F".

The "I" is permitted when some unavoidable circumstance prevents the completion of a course. An "I" becomes an "F" if the student does not improve on it within one semester after the end of the course.

A "W" indicates withdrawal from the course.

"WP" - The student is doing work that qualifies or will qualify for a passing grade at time of withdrawal.

"WF" - The student is doing failing work at time of withdrawal.

"AU" indicates the student audited the course and was not required to participate in taking exams in the course. All required fees must be paid, and regular attendance and completion of class assignments are expected. No grades or credits will be issued. On transcript and cumulative records only "AU" will be recorded and this will only be done after requirements are fulfilled.

STUDENT WITHDRAWAL

Following the add/drop period and ending on the last day of the fifth week of classes during the Fall and Spring semesters, or a comparable period during a shorter term, students may elect to withdraw from any course by following the established procedures. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal. A withdrawal during this period will be reflected by a "W" on the student's transcript.

If a student withdraws during the fifth through tenth week of the Fall and Spring semesters, or a comparable period during a shorter term, a grade of "WP" or "WF" will be recorded on the transcript.

"WP" indicates that the student was doing work that qualifies or will qualify for a passing grade at the time of withdrawal.

"WF" indicates that the student was doing failing work at the time of withdrawal.