

**GRADING SYSTEM AND GRADUATION REQUIREMENTS**

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**Grading System**

Grades are based on a student’s level of achievement using the following grading scale:  
\*medical courses have an alternate grading system.

Grade	Grade Point	Percentage
A – Excellent	4.0	90 - 100%
B – Above Standard	3.0	80 - 89%
C – Meets Standard*	2.0	70 - 79%
D – Below Standard	1.0	60 - 69%
F - Failing	0.0	0 - 59%
I - Incomplete (Calculated as F)		
W – Withdrew (Disregarded in GPA Calculations)		
N – No Grade (Credit earned by examination, military, work experience, CLEP or College Connection placement)		
TR – Transfer		
AU – audit		
NR – Not recorded		

\*Meets Standard (C) indicates learning process at a level acceptable to the occupation for which the student is preparing.

**Grade Appeals**

Final course grade disputes between students and instructors that cannot be resolved, may be appealed. The full appeal process is outlined in the student handbook and catalog.

**Scholastic Requirements**

Semester grades are issued according to the letter scale above “A” to “F”. Students with cumulative grade point averages of less than 2.00 will be placed on academic probation or suspension.

**Graduation Requirements**

Students seeking to graduate from UA Cossatot with a technical certificate or an associate degree must meet the following minimum requirements:

1. Satisfactorily complete all course work required for the certificate or degree with at least eighteen (18) hours or 40% (whichever is greater) completed through UA Cossatot with the following exception: members of the Armed Services who are enrolled under the Servicemembers.

2. Opportunity College (SOC) program must complete at least 25% of their certificate or degree program requirements through UA Cossatot.
3. Complete all course work at UA Cossatot with a minimum cumulative grade point average of 2.0 (C).\*\*\*
4. Resolve all outstanding debts owed to UA Cossatot.

\*\*\*Note that some programs have grade point and/or minimum grade requirements higher than those listed in sections 2 above.

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**Policy History:**

January 11, 2016

March 2, 2015

September 30, 2013

May 20, 2013

January 30, 2012

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**PROCEDURE TITLE**

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**Prerequisites**

Waivers for prerequisites must be made by the instructor teaching the course requiring the prerequisite with the approval of the appropriate Division Chair. A prerequisite may also be allowed as a co-requisite as the related course. In neither case does this waiver mean that the prerequisite is no longer necessary-all courses listed as requirements in the catalog must be taken in order to graduate. Documentation of a waiver shall be placed into Docubase for future reference.

**Course Substitutions**

Any course substitutions must be approved by the Vice Chancellor of Academic Services and properly documented in the student's permanent file in Student Services. That documentation must include a well-stated justification for the substitute as a viable academic alternative, not just a matter of convenience or accommodation to the student.

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**Procedure History:**

DATE

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**INCOMPLETE COURSE GRADES**

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- An instructor may, with the approval of the Division Chair, give an “Incomplete grade” if the student requests an “I” and there is a valid reason.
- The student must request the “I” grade prior to the last day of withdrawal for the semester. (An instructor can initiate an “I” grade request after the last day under certain instances.)
- The student must be passing at the time of the request for an “I”.
- An “I” grade will be calculated for that semester’s grade point the same as if it were an “F” grade, i.e., zero quality points will be earned.
- If the “I” grade is remedied in the time period allowed, (up to eight weeks after the grade was assigned), that semester’s GPA will be revised accordingly.
- “I” grades may be extended past the eight-week period under extenuating circumstances (with the pre-approval of both Division Chair and the Vice Chancellor of Academics), but the extension will not exceed one calendar year.

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**Procedure History:**

May 21, 2018

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**GRADE CHANGE GUIDELINES AND PROCEDURE**

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- Grade changes may be necessary after originally posted due to instructor error.
- Grade changes are not appropriate and will not be approved for students submitting work after the close of the semester.
- Faculty making arrangements with students to submit work after the close of the semester must follow the Incomplete Grade procedure and must be approved by the Vice Chancellor of Academics.
- Grade changes may be made no later than three weeks after grades are posted.
- Contact the Registrar for a Grade Change Authorization Form. This grade change must be approved by the Division Chair and the Vice Chancellor of Academics.

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**Procedure History:**

DATE

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**INCOMPLETE GRADES AND REPEATING OF COURSE**

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- An instructor may, with the approval of the Division Chair, give an incomplete grade if the student completes the “Request for Assignment of Incomplete Grade” and gives a valid reason of extenuating circumstances.
- The “I” grade request should be made prior to the last day of withdrawal for each semester. An instructor may initiate the “I” grade request after the last day for withdrawal in certain instances.
- An "I" grade will be calculated for that semester's grade point the same as if it were an "F" grade, i.e., zero quality points will be earned.
- If the "I" grade is remedied in the time period allowed (up to eight (8) weeks after the grade was assigned), that semester's GPA will be revised accordingly.
- “I” grades may be extended past the eight-week period under extenuating circumstances with the pre-approval of both the Division Chair and the Vice Chancellor for Academics, but not to exceed one calendar year.
  
- Any student who has taken a course may to repeat the course in order to change the original grade. Both courses with their respective grades will appear on the student's transcript. The repeated course will be identified by an asterisk (\*), and the course with the lower grade will be bracketed ([ ]). Only the higher grade will be used to compute the cumulative GPA.

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**Procedure History:**

May21, 2018

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