

Grades and Grade Points

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Midterm and final grades are available to students electronically through their Self-Service student portal.

UACCB's grading policy reflects the quality of performance and achievement of competency by students who complete one or more credit courses. Faculty are responsible for determining and assigning both grades and status based upon objective appraisal and evaluation of the student's performance. Grading standards are provided to students in writing at the beginning of each course in the course syllabus. The College uses the following four-point grading scale:

Grade	Description	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor/Below Average	1
F	Failure	0
P	Pass	0
N	Did Not Pass	0

A student's grade point average is determined by dividing the total number of quality points by the total number of credit hours attempted. All course work completed with assigned grades of "A," "B," "C," "D," or "F" is to be considered in calculating the cumulative GPA.

For a student who retakes courses, only the highest grade is calculated into the cumulative GPA and hours earned for the student. The first grade of the course will, however, still appear on the student's transcript.

Basic skills courses are taken for non-degree credit, although the grade is calculated into the cumulative GPA. Credit awarded does not count toward certificate or degree completion but does count toward Title IV financial aid eligibility.

Courses transferred to UACCB are not calculated into a student's cumulative GPA.

Grade Status Codes

In addition to course grades of "A," "B," "C," "D," and "F," students may receive the following grade status designations.

Status Codes	Description	Quality Points
I	Incomplete	0
W	Withdrawn	0
AU*	Audit	0
CR	Verified Competency	0
GP	Grade Pending	0
MW	Military Withdrawal	0
AW	Administrative Withdrawal	0

**Must be declared no later than the first week of class and will not qualify for financial aid.*

Incomplete (I): The grade "I" should only be assigned when a student has not completed a significant component of a course (i.e. an exam, paper or project) and the student has a valid rationale for this failure. Students may request an Incomplete grade status by working with their advisor and faculty member to complete and submit the Request for Incomplete Grade form

A student receiving an “I” must meet with the instructor of record and develop a timeline and significant milestones/achievements to complete the course requirements. Requests for Incomplete Grade must be submitted as per the [UACCB Campus Procedure 591.0 Request for Incomplete Grade](#).

Faculty members will submit the grade by the end of the next regular semester following the one in which the “I” designation was received. The Registrar will change the “I” designation to a grade of “F” if a grade is not assigned by the end of the following semester.

Withdrawal (W): A “W” is assigned for a student-initiated withdrawal during the period printed in the Academic Calendar in this catalog. Students are responsible for indicating their intent to discontinue enrollment by using the [Request to Drop/Withdrawal](#) form as per [UACCB Campus Procedure 585.1 Course Drop and Withdrawal](#).

Audit (AU): Audit means enrollment in a course for no grade or credit. A student must declare an intent to audit by the end of the first week of classes of the semester he/she intends to audit. Auditing students will be required to pay the same tuition and fees as assessed for a class taken for credit.

Verified Competency (CR): The Verified Competency designation is used to indicate a status for which recognition is earned, but no grade is assigned. A “CR” will be recorded to document competencies demonstrated via test-out, credit-for-experience, College Level Examination Program (CLEP) and Advanced Placement (AP) options.

Grade Pending (GP): The Grade Pending designation is used to indicate that no grade has yet been submitted for the course. Upon receipt of the final grade, the Registrar will record the appropriate grade.

Administrative Withdrawal (AW): An “AW” is a withdrawal from a course or the college initiated by an administrator as per [UACCB Campus Procedure 585.1 Process for Student Withdrawal](#).