GRADES

Grades: Grades are indicated by letters, using the traditional method of describing the quality of work in a course. See the following chart for how letter grades are interpreted in terms of quality and grade points. Policy for assigning grades is at the discretion of the individual instructor.

Change of Grade: Once a grade is recorded on a student transcript, it becomes part of the institutional record and can be changed only to correct an error in the original grade computation or in cases where there has been a violation of academic integrity. A grade change cannot be made because required (or additional) coursework has been turned in after the end of the term. A grade change can be made by the instructor of record for a course or be made with approval of the chief academic officer, if the instructor of record is not available. A change of grade may not be made more than one year after the grade was officially recorded in the Registrar's Office.

Students are encouraged to talk to their instructors and ask questions about their grades. A student who chooses to appeal a grade may appeal to the department chair of the home department of the faculty member. In cases where the instructor of record is the department chair, the student may appeal to the school dean. The department chair should make the instructor of record aware of the grade appeal, may consult with the instructor of record regarding the grade appeal, and, additionally may consult with the school dean on grade appeals. The following circumstances do not warrant an appeal: disappointment with a grade, GPA concerns, impact on co-curricular eligibility, failure to properly register for a class, or stopped attending class without cause. Appeals, which should be in the form of a written statement including a justification for the request, must be summitted no later than midsemester following the semester in which the grade was assigned. If a grade change is approved, the department chair/school dean will notify the Registrar's Office with the instructor copied on the message noting that the change is due to an approved grade change appeal.

Students seeking an appeal of the academic department decision may bring a written petition to the dean of the college or designee. If a grade change is approved, the dean of the college/designee will notify the Registrar's Office with the department chair copied on the message noting that the grade is due to a approved grade change appeal.

Grade Points: Grade points are the numerical measure of the quality of work. Each grade received is assigned the value indicated on the chart below. The grade points earned in a single course are determined by multiplying the numerical equivalent of the letter grade by the number of semester credits for the course.

Grades	Interpretation	Grade Points
A	excellent	4.0
A-		3.7
B+		3.3
B	good	3.0
B-		2.7
C+		2.3
C	satisfactory	2.0
C-		1.7
D+		1.3
D		1.0
D-	minimum passing	0.7
AU	audit	0[1]
NG	no grade	0[1]
NR	no report	0[1]
F	failure	0
S	passing grade (S-U course)	0[1]
U	failing grade (S-U course)	0[1]
I	incomplete	0[1]
IP	in progress	0 [1]
W	withdrawn	0[1]
DR	dropped course	0[1]

[1] Grades that do not affect the grade point average.

Grade Point Average (GPA): The Concordia College cumulative grade point average is determined by dividing the total number of grade points earned in all Concordia courses by the total number of semester credits attempted while at Concordia. A GPA of 2.0 is the same as a C average, 3.0 is a B average, etc. Transfer grades are not included in the Concordia College GPA calculation.

Incomplete Grade: A grade of I is a temporary indicator that your work is satisfactory as far as completed and that credit may be earned upon completion of all course requirements. The grade of I is issued only when you have missed examinations or failed to complete course assignments because of serious and prolonged illness or other unavoidable emergencies. It is your responsibility to consult the teacher and initiate the grade of I and the makeup work. If justified, an I grade is awarded by the instructor. The instructor will indicate course requirements to be completed, date by which requirements will be completed and received by the instructor (see deadlines published by the Registrar's Office), and the course grade which will be recorded should the student fail to meet all conditions of the agreement.

If an I has been automatically converted to an F or another assigned default grade, the student may request to complete the necessary coursework. This may only be permitted at the instructor's discretion and must be completed within one year, which is in accordance with the grade change policy. The student may not complete coursework after that time.

If three or more incompletes have accumulated, permission to enroll in any new courses the following semester will be withheld until you have met with a member of the Student Academic Performance and Procedures Committee to discuss and establish a plan for removing the incompletes and until substantial progress has been made in finishing the incompletes. The final dates for removal of incompletes and conditions are given in the college calendar; they are the dates after which the registrar cannot accept revisions of I grades given the preceding semester.

In Progress Grade: A grade of "IP" is a temporary indicator that credit may be earned upon satisfactory completion of the coursework.