

GRADES

Grade Reports

Students may review grades online through WebAdvisor or by requesting an official transcript. Transcripts will be withheld from those students who have any outstanding obligation to the College. Students are responsible for reviewing transcript/grade report for accuracy according to the following System of Grading. Any course grade discrepancies should be discussed with the course instructor.

System of Grading

Grade	Significance	Grade Points
A	Superior achievement of course outcomes	4 per semester hour
B	Outstanding achievement of course outcomes	3 per semester hour
C	Achievement of minimum course outcomes	2 per semester hour
D	Marginal achievement of course outcomes	1 per semester hour
I	A temporary grade given to indicate judgment that, in the instructor's judgment, the student can complete the course outcomes within a specified extension of time	NA
F	Failure to achieve course outcomes.	-0-
FN	Failure due to lack of attendance.	-0-
W	Withdrawal on or before the date as specified in the College Calendar	NA
WX	Withdrawal that is exempt from the Six Drop Rule	NA

Grade Point Average (GPA) Calculation

COM uses the 4.0 grade point average system and numerical code:

Grade Points	Letter Grade
4.0	A
3.0	B
2.0	C
1.0	D
0.0	F

The grades of "I" and "W" are not considered as hours attempted in computing the GPA. Grades in developmental courses will not be used to compute the official GPA.

The "I" Grade

The Incomplete Grade ("I") is a temporary grade given when a student has experienced unforeseen circumstances beyond the student's control which results in the student being unable to successfully complete the course within the timeframe of the semester.

Special arrangements exist for students who receive orders for active military service or training. Please refer to the Veterans Services (<https://www.com.edu/veterans/>) for details.

An "I" may be assigned if, in the judgment of the instructor, the student can complete the course outcomes with minimal instructional assistance and without attending additional class sessions.

An "I" may be assigned only when the following circumstances are met:

1. No more than 25% of the points possible in the class are still outstanding.
2. Passing the course with a 70% or better.

Exceptions to these circumstances can be made at the discretion of the appropriate instructional dean.

In cases where an instructor agrees to assign an "I", the instructor must complete the electronic "I" Contract form and submit to the appropriate Dean for approval. The student will receive an "I" as the course grade on the grade roster. The "I" contract will specify the course requirements that must be completed and the due date for the work to be submitted (no later than the last day of the following semester from when the "I" grade was assigned). The contract will be signed by the student, instructor, department chair and dean, and a copy of the "I" contract will be provided to the student, instructor and department.

After the student has successfully completed the requirements of the "I" contract, the instructor will complete and submit a Change of Grade form, changing the "I" to the appropriate permanent grade. When the Change of Grade form is used to change an "I" to a letter grade, only the instructor is required to sign the form. If after one semester the student fails to complete the requirements of the "I" contract, the "I" will automatically be converted to an "F".

The "W" Grade

Students who officially withdraw from a course for any reason, after the census date, will receive a "W". Students have a responsibility to ensure that they have properly withdrawn from a course. Ceasing to attend class does not officially withdraw a student from a course.

Students who need to withdraw after the "W" date shown in this catalog because of circumstances beyond their control should confer with the instructor. Students should make judicious use of class withdrawals (see Six Drop Rule).

Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the prescribed minimum rate of progress stated in the course syllabus, or for behavior detrimental to the learning process of the student or class. In the case of a withdrawal for behavioral reasons, the instructor will consult with the Dean of Students to ensure that the student discipline process, outlined in the Student Handbook, is followed appropriately.

Grades in Developmental Courses

Students will receive grades in Developmental courses. Developmental courses will not be calculated into the cumulative GPA, but developmental class grades are recognized for financial aid purposes.

Grades in Repeated Courses

When a course has been attempted more than once, only the highest grade received for that course will be used to compute the cumulative GPA. The lower grade will remain on the transcript but will not be used to compute the cumulative GPA.

Grade Appeal

A grade appeal is a formal request brought by a student to change a final course grade. A request to change a grade must be made within six (6) months of the final course grade. The procedure for a grade appeal is outlined in the Student Handbook. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.