

GRADES

Grade Reports

Students may review grades online through Student Selfserve (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2FStudent%2FPlanning>) 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:

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).

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.

Academic Progress

This regulation addresses minimum grade requirements for graduation and includes procedures that must be followed to notify students and provide for remediation when a student's GPA falls below 2.0.

Good Academic Standing: A student is considered in Good Academic Standing if they maintain a cumulative GPA of 2.0 or higher. Academic standing is determined once grades are posted at the end of each semester (fall, spring, and summer semesters).

Minimum Grade Requirement: Students are expected to maintain a level of scholastic achievement that would allow them to meet the grade point average (GPA) requirement for graduation. Students will remain in Good Academic Standing when they maintain a GPA of 2.0 or higher.

Students who fail to maintain the minimum required GPA of 2.0 in all work attempted at COM will be placed on **Academic Warning, Academic Probation, or Academic Dismissal** as appropriate. The following procedures apply to students whose GPA falls below 2.0 in order to notify and assist them to return to Good Academic Standing status.

- **Academic Warning:**
 - Students will be placed on Academic Warning status if their **cumulative** GPA falls below a 2.0.
 - Students on Academic Warning status will be contacted by their academic advisor who will work with them to create an Academic Improvement Plan (AIP). AIP is a tool that helps students identify and address factors that may be affecting their academic performance. The AIP can help students:
 - a. Identify Obstacles: Identify factors that may be hindering academic progress.
 - b. Develop Strategies: Create strategies and behaviors to improve academic performance.
 - c. Identify Resources: Identify and make referral resources and skills that can help students return to good academic standing.
 - d. Get Tailored Support: Identify personalized support requirements and develop tailored actions
 - Students will receive notification of their status from the Registrar's office.
 - At the end of that semester:
 - a. If the semester and cumulative GPA is above a 2.0, the student will be moved to Good Academic Standing.
 - b. If the semester GPA is above 2.0 but the cumulative GPA remains below 2.0, the student will remain on Academic Warning.
 - c. If the semester and cumulative GPA is below 2.0, the student will move to Academic Probation.
- **Academic Probation:**
 - Students who are on Academic Warning status and receive a semester and cumulative GPA below 2.0, will be placed on Academic Probation.
 - Students on Academic Probation will receive notification of their status from the Registrar's Office.
 - Upon notification, the student must schedule an appointment with their advisor.

- Students will not be allowed to register for the next semester until they meet with their academic advisor.
- At that time, the student and the advisor will develop an academic plan specifying coursework and expectations that the student will be required to meet during the semester.
- Maximum courseload: Students on Academic Probation will be limited to enroll in a maximum of three (3) courses (not to exceed nine (9) credit hours) for the semester while on probation. The nine (9) hours cannot be taken in one 8-week session.

At the end of the semester:

- If the semester and cumulative GPA is above 2.0, the student would be in Good Academic Standing.
- If the semester GPA is above 2.0, but the cumulative GPA remains below 2.0, the student would move to Academic Warning.
- If the semester and cumulative GPA is below 2.0, the student would move to Academic Dismissal.

Academic Dismissal:

1. Students on Academic Probation whose cumulative GPA is below a 2.0 and receive a semester GPA below a 2.0 will be placed on Academic Dismissal.
2. Students on Academic Dismissal will not be allowed to re-enroll at COM for one full sixteen (16) week semester.
3. Students on Academic Dismissal will receive notification of their status from the Registrar's Office, and the hold will remain on their student account.
4. Students will be dropped from all registered courses until eligible to re-enter.
5. Re-Entry: Students are eligible to re-enroll after sitting out for one full sixteen (16) week semester.
6. Students must meet with their assigned advisor upon re-entry to COM.

Petition For Appeal of Academic Dismissal

A student who has received notice of Academic Dismissal may submit an appeal for eligibility to remain on Academic Probation. An appeal may be granted if the student experienced extenuating circumstances such as personal injury or illness, death in the immediate family, or an undue hardship. A student's appeal must include any and all supporting documentation that they want the appeals committee to take into consideration. The appeals committee will be composed of representatives from Academic and Student Affairs. The appeals are due the first day of each month. If the first day of the month falls on a non-working day, the deadline will be extended to the next business day. Your appeal application will be assessed by the appeals committee within 10 business days after submitting it.

1. **Students must submit the following to the Registrar's Office:**
 - a. **Letter of Explanation:** Submit a detailed letter to Admissions explaining the extenuating circumstance for the period in which standards of satisfactory progress were not met. The letter must include an explanation that describes the actions the student has taken or will take. The student must explain how they have overcome past hardships that prevented them from being successful in their academic career.
 - b. **Documentation:** When evaluating circumstances for appeal, the committee will carefully review the documentation of the extenuating circumstances provided by the student to determine

whether they are relevant and sufficient to support granting the appeal.

- c. Degree Plan: Submit a degree plan signed by both the academic advisor and the student.
2. **Notification to the Student**: A notice to the student's COM email account will be sent once the committee makes a decision. If the appeal is denied, the student has the option to appeal the decision based on certain criteria. A second level academic appeal can be submitted to the Office of the Executive Vice President of Academic and Student Affairs if additional information needs to be considered which was not part of the original appeal. An appeal can be submitted if either of the following occur:
 3. The process as outlined was not followed, or
 4. New evidence of factors outside of your control that impaired your academic progress in the relevant session in which you could not reasonably have provided at the time the original decision was made, which would have been a significant factor in the original decision.

Return From Dismissal

Upon return from Academic Dismissal, the student will be placed on Academic Probation. At the end of the term of re-entry, the following will apply: Last Modified By: Dean, Student Service Last Modified On: 2/5/2025 Page: 4 Document Owner: EVP Original Date: 2/5/2025 Office of General Counsel 2025

- If the semester and cumulative GPA is above 2.0, the student would be in Good Academic Standing.
- If the semester GPA is above 2.0, but cumulative GPA is below 2.0, the student would be moved to Academic Warning.
- If the semester and cumulative GPA is below 2.0, the student will move to Academic Dismissal.