

GRADES AND GRADE POINT AVERAGE

A student's cumulative grade point average is determined by grades earned in college level courses only. College level courses generate GPA hours (semester credit hour per course) and quality points (grade point value of letter grade as noted in table below). The cumulative grade point average (GPA) is determined by dividing the quality points by the GPA hours. Courses that have been withdrawn are not given GPA hours or quality points. Effective Fall 2000, any credit earned through CLEP Exams (except SPAN CLEP), Advanced Placement (except SPAN AP), or Challenge Exams do not earn GPA hours or quality points, therefore, are not calculated in the cumulative grade point average; these credits are noted on the transcript as earned hours (Ehrs).

Students' final grades in each course are reported according to the following system:

Grade	Interpretation	Grade Point Value Per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Fail	0
I	Incomplete	0
P	Pass	0
NP	No Pass	0
W	Withdrew	Not Computed
NC	No Credit	Not Computed
AU	Audit	Not Computed

Developmental Course Grades

Grade	Interpretation	Grade Point Value Per Semester Hour
A_DV	A Developmental	Not Computed
B_DV	B Developmental	Not Computed
C_DV	C Developmental	Not Computed
D_DV	D Developmental	Not Computed
F_DV	F Developmental	Not Computed
I_DV	Incomplete Developmental	Not Computed
P_DV	Pass Developmental	Not Computed

Non-Participatory Grades

Grade	Interpretation	Grade Point Value Per Semester Hour
F_	Fail	0
NC_	No Credit	Not Computed
P_	No Pass	0
NPDV	No Pass Developmental No Credit	Not Computed
NCDV	Developmental	Not Computed

Students on financial aid will be required to return financial aid funds for each course in which they receive a "Non-Participatory Grade."

A grade of "I" (Incomplete) will be granted only in extraordinary circumstances such as verifiable serious illness or death in the immediate family. Departments may stipulate additional criteria with approval of the designated executive or senior administrator. When the "I" grade is reported to the Registrar's Office, the instructor must sign a form indicating the work which must be completed by the student. Students have a maximum of four (4) months to complete the work. Once completed within the specified time, the instructor will prepare the appropriate paperwork to change the "I" grade to the appropriate grade earned. The student's grade point average will be re-calculated with the changed grade.

Grades of W, NC, and AU are not computed in the semester or institution grade point averages. The grade of AU (Audit) must be requested at the Registrar's Office on or before the 12th class day of the Fall/Spring semester or the 4th class day of the regular summer session or during a specified time period of a special length semester/session. Students may not audit music, dance, art, or kinesiology courses.

Students enrolled in one credit-hour kinesiology (KINE) courses, will be graded on the standard system, or they may declare their option for a grade of P (Pass) or NC (No Credit). Students must declare this irrevocable option on or before the 12th class day of a long semester, or the 4th class day of a regular summer session, or a specified period for a special length session. This option is declared by signing a statement which is available from the instructor. Students who receive a grade of "P" will earn one semester credit hour which will not be used in GPA computation. Those who receive an "NC" grade will receive no credit, and it will not be computed in the grade point average.

Students who are enrolled in a developmental course due to TSI placement may exit the course upon presenting official passing test scores, verified by the instructor, to the Office of the Registrar and Admissions. If the student chooses to exit the course, a grade of "P" will be issued. The Grade of "P" will not be counted within the GPA computation. The student may opt to continue in the course after passing that section of the TSI Exam and receive the grade earned in the course.

Students in developmental courses who meet the exit competencies will receive a grade of A_DV, B_DV, or C_DV. A grade of NCDV (No Credit) is reported for those averages below the "C" grade level. No Credit (NCDV) grades are not computed in the semester or institution grade point averages. A grade of NCDV will be granted to a student who has a passing average in a course but fails a departmentally administered and evaluated exit competency exam. Students in developmental courses may elect to receive a "D_DV" or "F_DV" rather than a grade of "NCDV".

All students can access their grades through PASPort (<http://passport.laredo.edu>) Other student information such as registration holds, financial aid status and unofficial transcripts are also available on PASPort.

Time Limit for Appealing a Grade

Students who think that the final course grade is incorrect, have two weeks (10 working days) after the grade is issued to appeal the grade. Students who think that a grade earned in a class activity is incorrect have one week (five working days) after the grade is issued to appeal the grade. Exceptions require the approval of the designated executive or senior administrator. Student must contact the department chair and

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instructor from the area of instruction for the course in question for review of grade.