

GRADING SYSTEM AND GRADUATION REQUIREMENTS

GRADING SYSTEM

Grades are based on a student’s level of achievement using the following grading scale:
*medical courses have an alternate grading system.

Grade		Grade Point	Percentage
A	Excellent	4.0	90 – 100%
B	Above Standard	3.0	80 – 89%
C	Meets Standard*	2.0	70 – 79%
D	Below Standard	1.0	60 – 69%
F	Failing	0.0	0 – 59%
I	Incomplete (Calculated as F)		
W	Withdrew (Disregarded in GPA Calculations)		
N	No Grade (Credit earned by examination, military, work experience, CLEP or College Connection placement)		
TR	Transfer		
AU	Audit		
NR	Not Recorded		

*Meets Standard (C) indicates learning process at a level acceptable to the occupation for which the student is preparing.

CALCULATION OF GPA

A student’s grade point average (GPA) is calculated by dividing the total quality points earned in all courses (except those repeated) by the total semester credit hours pursued.

GRADE APPEALS

Final course grade disputes between students and instructors that cannot be resolved, may be appealed. The full appeal process is outlined in College Policy 501.

SCHOLASTIC REQUIREMENTS

Semester grades are issued according to the letter scale above “A” to “F”. Students with cumulative grade point averages of less than 2.00 will be placed on academic probation or suspension.

GRADUATION REQUIREMENTS

Students who complete a program of study as prescribed by UA Cossatot Board of Visitors and approved by the Arkansas Department of Higher Education will receive a certificate or a degree, as applicable. Required courses for each program are listed in the Program Requirements of the catalog.

Each required course in the major field of study must be passed with at least a “D” and the student’s cumulative GPA must be at least 2.0 (3.0 for Associate of Science in Education) in order to graduate. Allied Health programs require each course be passed with a “C” or better and a cumulative GPA of 2.0 in order to graduate.

Prospective graduates must complete an “Application to Graduate” prior to the mid-term of the final semester before graduation to ensure notation in the graduation program and timely receipt of diplomas. Students may be administratively graduated when all requirements for a credential are completed. Students must resolve all outstanding debts owed to the institution before a diploma or transcript will be released.

CREDITS FOR GRADUATION

Graduating students must satisfactorily complete all course work with minimum amounts as outlined below completed through UA Cossatot:

Associate Degree:	15 hours
Technical Certificate:	50% of the degree
Certificate of Proficiency:	100% of the degree

Exceptions may be made with approval from the Vice Chancellor for Academic Services.

HLC Criterion: 2B.1; 4A

Policy History:

July 13, 2020 January 30, 2012	January 11, 2016	March 2, 2015	May 20, 2013	September 30, 2013
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PREREQUISITES, COURSE SUBSTITUTIONS, REPEATING COURSES

PREREQUISITES

Waivers for prerequisites must be made by the instructor teaching the course requiring the prerequisite with the approval of the appropriate Division Chair. A prerequisite may also be allowed as a co-requisite as the related course. In neither case does this waiver mean that the prerequisite is no longer necessary-all courses listed as requirements in the catalog must be taken in order to graduate. Documentation of a waiver shall be placed into the imaging system for storage or future reference.

COURSE SUBSTITUTIONS

Any course substitutions must be approved by the Vice Chancellor of Academic Services and properly documented in the student's permanent file in Student Services. That documentation must include a well-stated justification for the substitute as a viable academic alternative, not just a matter of convenience or accommodation to the student.

REPEATING OF COURSES

Any student who has taken a course may select to repeat the course in order to change the original grade. Both courses with their respective grades will appear on the student's transcript. The repeated course will be identified by an asterisk (*), and the course with the lower grade will be bracketed ([]). Only the higher grade will be used to compute the cumulative GPA.

Procedure History:

June 22, 2020

INCOMPLETE COURSE GRADES

- An instructor may, with the approval of the Division Chair, give an “Incomplete grade” if the student requests an “I” and there is a valid reason.
- The student must request the “I” grade prior to the last day of withdrawal for the semester. (An instructor can initiate an “I” grade request after the last day under certain instances.)
- The student must be passing at the time of the request for an “I”.
- An “I” grade will be calculated for that semester’s grade point the same as if it were an “F” grade, i.e., zero quality points will be earned.
- If the “I” grade is remedied in the time period allowed, (up to eight weeks after the grade was assigned), that semester’s GPA will be revised accordingly.
- “I” grades may be extended past the eight-week period under extenuating circumstances (with the pre-approval of both Division Chair and the Vice Chancellor of Academics), but the extension will not exceed one calendar year.

Procedure History:

May 21, 2018

GRADE CHANGE GUIDELINES AND PROCEDURE

- Grade changes may be necessary after originally posted due to instructor error.
- Grade changes are not appropriate and will not be approved for students submitting work after the close of the semester.
- Faculty making arrangements with students to submit work after the close of the semester must follow the Incomplete Grade procedure and must be approved by the Vice Chancellor of Academics.
- Grade changes may be made no later than three weeks after grades are posted.
- Contact the Registrar for a Grade Change Authorization Form. This grade change must be approved by the Division Chair and the Vice Chancellor of Academics.

Procedure History:

DATE
