

# Official Letter Grading Scale

**Effective for all Terms starting on or after April 17<sup>th</sup>, 2023**

Records of grades are maintained by the Registrar. Students receive letter grades at the end of each grading period (course) using the official letter grading scale. Grades are based on assignments, tests, and manipulative performance examinations given with each unit of learning. At the end of each evaluation period, the student's cumulative grade point average (CGPA) will be determined.

## Incomplete Grades

All missed exams and assignments must be complete by the last day of the current term. In rare circumstances, an "I" (incomplete) grade may be issued with the approval of the Academic Dean or the Campus President. The student will then have seven calendar days (excluding published holidays) in which to make up the missing work. A student who has a final grade of "I" and who has not made up the work by the end of this period, will receive a course grade calculated based on a grade of zero for the missing work. Any action that may result from a grade calculated on this basis (such as probation, being required to repeat the course, or withdrawal/dismissal) will be executed immediately.

When the "I" is replaced with a letter grade, Satisfactory Academic Progress will be recalculated based on the letter grade and the credits earned.

Incompletes, although a temporary grade, will be included as attempted credits.

## Course Co-Requisites

**Effective for all Terms starting on or after November 28<sup>th</sup>, 2022**

Some programs require courses to be taken concurrently. These courses are identified as co-requisite courses. A student who fails a lecture course will also receive a failing grade (F) for any lab or clinical course identified as a co-requisite to the failed course(s) regardless of the grade earned for the clinical/lab course. A student who fails a clinical or lab course but passes the/all co-requisite lecture course(s) is required to repeat only the failed clinical or lab course. If a course is co-requisite with one or more other courses, that requirement is listed in each course description or in the program matrix in this catalog.

## Grading Scale Key

Modifier	Description	Meaning
1	Superscripted 1 with letter grade	Course must be repeated
2	Superscripted 2 with letter grade	This course does not impact GPA but does count toward rate of progress
3	Superscripted 3 with letter grade	This course does not impact CGPA and is not assigned credits, attempted, or earned credit hours
N/E	In the GPA column	No effect on grade point average (GPA)

## General Education Classes & Core Programs

This is the official letter grading scale for all non-nursing general education courses and core program courses. Core program courses are those that are taught in four- or six-week modules.

Letter Grade	Numerical %	Description	GPA
A	90-100	Highly Competent	4.00
B	80-89	Fully Competent	3.00

C	70-79	Competent	2.00
F <sup>1</sup>	0-69	Not Competent	0.00
T <sup>3</sup>	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W <sup>2</sup>	N/A	Withdrawn from Course	N/E

## Clinical Program Content Courses

The official letter grading scale for technical courses in all programs taught in ten-week academic terms is as follows:

Letter Grade	Numerical %	Description	GPA
A	90-100	Highly Competent	4.00
B	80-89	Fully Competent	3.00
C	75-79	Competent	2.00
F <sup>1</sup>	0-74	Not Competent	0.00
T <sup>3</sup>	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W <sup>2</sup>	N/A	Withdrawn from Course	N/E

## Pass/Fail Courses

The following grading scale will be used for courses identified as pass/fail. These courses do not impact CGPA, but they do count toward rate of progress and maximum time frame.

Letter Grade	Numerical %	Description	GPA
P	N/A	Successful completion of a Pass/Fail course	N/E
F <sup>1,2</sup>	N/A	Failure of a Pass/Fail course	N/E
T <sup>3</sup>	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W <sup>2</sup>	N/A	Withdrawn from Course	N/E

## Occupational Therapy Assistant Fieldwork

During fieldwork experience, the student must comply with the following:

- The school (Occupational Therapy Assistant [OTA] Program Director/Academic Fieldwork Coordinator) will assign the student to a fieldwork site.
- The student may not refuse a fieldwork site.
- The student will be withdrawn if he/she requests or receives remuneration for fieldwork activities.
- Any falsification of fieldwork documentation, including time sheet, will result in withdrawal.
- Even though all OTA students are required to have a criminal background check at admission, certain fieldwork sites may require a second background check immediately prior to fieldwork assignment.
- All OTA students are required to have a drug test immediately prior to fieldwork assignment. A positive drug test followed by a reconfirming drug test, within 24 hours of the request, will result in withdrawal.
- Students must complete Fieldwork I within 3 weeks, Fieldwork IIa within 8 weeks, and Fieldwork II within 8 weeks from the start of the courses. Students must complete all Level II Fieldwork within 12 months following completion of the didactic portion of the program. If a student, for any reason, is unable to complete a clinical course, s/he will be withdrawn from the program. The student may then petition for reentry in accordance with institutional policy, but no later than 12 months after their date of withdrawal. In all cases, a student must complete all graduation, fieldwork and experiential requirements within Maximum Timeframe as defined in the Institution's Satisfactory Academic Progress Policy.

If the student is dismissed from a fieldwork site, the student will be withdrawn from the program unless the school determines the dismissal was a justifiable misunderstanding, miscommunication, or personality conflict. In these cases, the student will be assigned to a second fieldwork site. If the student is dismissed from a second fieldwork site, he or she will be immediately withdrawn from the program.