

## GRADING SYSTEM

Final grade will be based on the following percentages:

ATTITUDE	5%
ATTENDANCE	5%
PARTICIPATION	5%
HOMEWORK	10%
QUIZZES	10%
WRITTEN PAPERS	15%
MID-TERM	25%
FINAL	25%

### GRADING SYSTEM

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D

## INCOMPLETE GRADES

A student who has not completed all requirements for a course because of extenuating circumstances must obtain a Petition for Incomplete Grade form from the office and have it approved by the course instructor. The petition will be turned in to the office, along with the final grade sheet. A \$5.00 charge will be assessed for each petition submitted. Required work must be completed and submitted to the instructor within thirty days of the final class meeting. Instructors will assign incomplete grades as follows: I/B, I/C, I/D, I/F. Students who do not complete the required work within thirty days will receive the alternate grade (Example: B, C, D, F) assigned by the instructor.