

**GRADING AND RELATED POLICIES AND PROCEDURES**  
**ADDENDUM MASSAGE THERAPY EFFECTIVE 10/17/2022**

**Grading and Related Policies and Procedures**

**Grading Outcomes**

Official reports (student evaluation) of student grades are issued at the completion of each term.

Grades for each subject are assigned as follows:

Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Letter Grade	Grade (Quality) points	Percentage Reflected/ Required
Exemplary	Yes	Yes	Yes	A	4.00	90%-100%
Above Average	Yes	Yes	Yes	B	3.00	80%-89.9%
Average	Yes	Yes	Yes	C	2.00	70%-79.9%
Below Average	Yes	Yes	Yes	D	1.00	60%-69.9%
Failing	No	Yes	Yes	F	0.00	0%-59.9%
Incomplete	No	Yes	Yes	I	0.00	N/A
Withdrawn	No	Yes	No	W	N/A	N/A
Proficiency	Yes	Yes	No	P	N/A	N/A
Transfer	Yes	Yes	No	T	N/A	N/A
Repeated Course	Yes	Yes	No	R	N/A	N/A
Leave of Absence	No	No	No	LOA	N/A	N/A

The quality points earned in each course are computed by multiplying the number of credit hours for the course by the final grade achieved. The Grade Point Average (GPA) is computed by adding the quality points earned in all courses during the term and dividing this sum by the total number of credit hours for the term. The Cumulative Grade Point Average (CGPA) is the total quality points divided by the total credit hours for all terms to date. Both GPAs are based only on grade points earned in the present program of training.

**Evaluation Methods**

Students will be evaluated by some or all the elements below depending upon course:

- Examinations/Quizzes
- Homework
- Competencies (Must complete and pass all competencies)
- Participation
- Discussions
- Simulated Textbook Activities and Assessments
- Projects
- Professionalism/Decorum
- Papers

**\*Note, students must complete all required clock hours and have a 2.0 Cumulative GPA at the end of their program to graduate.**