



## Grading System

The following numerical system is used at Lansing Community College (LCC) to evaluate academic work:

College Standard Numeric Grade	Narrative Equivalent	Recommended Guideline for Performance Achievement of Objectives*
4.0	Excellent	91% to 100%
3.5		86% to 90%
3.0	Good	81% to 85%
2.5		76% to 80%
2.0	Satisfactory	71% to 75%
1.5		66% to 70%
1.0	Poor	60% to 65%
0.0F	Failed - Finished	0% to 59%
0.0U	Failed - Unfinished	0% to 59%

*\*This guideline is recommended only. Students should see their instructor regarding the grading system used for a specific course.*

Instead of a numerical grade, students may receive an alphabetical letter for their course work if they did not complete course work (I), audited a course (X), withdrew from a course (W), or never attended a course (NS). Specific procedures regarding these alphabetical letters are as follows:

1. An "I" (incomplete) will not be counted toward the establishment of an earned grade point average (GPA) or toward graduation from LCC. An instructor may approve a student-initiated request for an incomplete if only a small portion of the work remains (for example, only 20% of the work remains) and a compelling reason for the request exists. After the instructor issues an "I" grade, a written "I" grade form will be provided to the student and the instructor's supervisor. The form will indicate what work needs to be submitted, the grade that will be assigned if no further work is completed, and the deadline for completion of the work. All incompletes must be made up by the end of the next regular semester (summer semester is excluded) or earlier if an earlier date is established by the instructor or department. An extension may be granted if requested in writing by the student and approved in writing by the instructor and department by the last day of the deadline; otherwise, the "I" grade will be converted to the grade specified if no further work is completed.

Note: A student may not register for the same course until the "I" grade is resolved.

2. An "X" (audit) grade is given when a student chooses to audit a course. No credit is granted, but enrollment is reflected on the student's academic record.
3. A "W" (withdrawal) indicates a withdrawal from a course. If a request for withdrawal from a semester-length class is received by the Registrar's Office prior to the end of the 2<sup>nd</sup> week of the semester (or other equivalent dates as specified for variable length courses), no grade will be recorded on the student's academic record. For specific dates, see the [Academic Calendar webpage](#). For withdrawals after:
  - a. The 2<sup>nd</sup> week and before the end of the 8<sup>th</sup> week of the semester (or other equivalent dates as specified for variable length courses), the student will receive a "W" for the course.
  - b. The 8<sup>th</sup> week of the semester (or other equivalent dates as specified for variable length courses), a "W" is given only if the student has done passing work (1.0 or higher). If the student has not done passing work, the student will receive a 0.0.

A student may request to withdraw from a class with instructor's approval until the end of the 14<sup>th</sup> week of the semester (or other equivalent dates as specified for variable length courses).

4. An "NS" (no show) indicates a student did not participate in the course at all, with the course being removed from the student's transcript. The "NS" will not appear on the student's transcript but could be used for advising and/or financial aid purposes.
5. An "0.0F" (failed-finished) indicates a student attempted the last graded assignment of a course but did not earn an overall course grade above a 0.0 or Z, will be given a "finished" 0.0 or Z.
6. An "0.0U" (failed-unfinished) indicates a student did not attempt the last graded assignment of a course, and thereby receives a 0.0 or Z course grade, will be given an "unfinished" 0.0 or Z.

*Revised: 03/27/2025*

*Reviewed: 03/27/2025*