



### 3.17.0.3 Grading and Reporting

#### Part 1. Grading and Reporting:

Faculty members determine their individual course grading policies, based on criteria such as student performance and attendance, consistent with college grading policy and with methods stated on approved college curriculum documents.

To facilitate the Registrar's work and the determination of suspension status, instructors must assign one of the approved grades to all students registered in their courses. W's may not be assigned by instructors except under the conditions outlined in the Grading System below.

The Registrar has the authority to record an AU on the transcript in cases where the student has completed a restricted course unless the instructor has waived the restriction. A Waiver of Restriction form must be signed by the instructor and the appropriate Academic Dean and forwarded to the Registrar's Office.

The Registrar has the authority to record an F grade on the transcript in cases where no grade was assigned by the instructor by the end of the term following the assignment of an I grade or when a grade has not been submitted by term deadline.

#### Part 2. Definitions:

Active Academic Participation in a course: Active academic participation refers to behaviors by the student in overt, assessable academic activities. These kinds of activities may include taking tests, submitting assignments, and participating in class or online discussions and activities. Individual faculty members define, in the course syllabus, criteria (activities and timeframes) for determining whether students are engaged in Active Academic Participation.

#### Part 3. Grading System:

The following is used to report academic achievement and to compute the student's grade point average:

- A 4 grade points per credit
- HA 4 grade points per credit (indicates an Honors class or Honors option)
- B 3 grade points per credit
- HB 3 grade points per credit (indicates an Honors class or Honors option)
- C 2 grade points per credit
- D 1 grade point per credit
- F 0 grade points (no credit earned)
- FW Faculty-initiated withdrawal. This grade is assigned to a student who did not officially withdraw from the course but stopped actively participating prior to the end of the term. FW grades do not influence GPA calculations but count against successful completion for the purpose of measuring both academic and

- financial aid satisfactory progress. FW may be assigned three or more weeks prior to the final examination period but not after the published withdrawal deadline.
- FN Faculty-initiated non-attendance withdrawal. This grade is assigned to a student who never attended the course but did not drop the course prior to the end of the drop period. FN grades do not influence GPA calculations but count against successful completion for the purpose of measuring both academic and financial aid satisfactory progress.
  - I Incomplete. All requests for incompletes must be initiated by the student. If the instructor consents to a student's request, a temporary I grade can be assigned with the appropriate form, which allows an extension of time for completion of course requirements. An I grade automatically becomes an F grade at the end of the following term (not including summer sessions) if requirements have not been satisfactorily completed.
  - P Pass - successful demonstration of competence. Credits earned under the pass/fail system will not be included in computing the GPA. A grade of P represents work equivalent to or above a C grade. Only certain courses have the option of P/F. Students should be aware that some institutions will not accept the course with a P grade for transfer credit.
  - IP In progress. This grade may be assigned to a student enrolled in a course that is of a clinical or field internship nature, whether in part or in full. IP grades automatically become F grades at the end of the next term (not including summer sessions) if requirements have not been satisfactorily completed. IP grades do not influence GPA calculations but count against successful completion for the purpose of measuring both academic and financial aid satisfactory progress.
  - W Withdrawal initiated by student. Student formally withdrew from the course after the first week and not later than two weeks before final exams began. These time frames differ for Summer Session classes and classes that do not follow the normal start/end dates for a semester. These dates are listed in the information in the online class schedule. W grades do not influence Grade Point Average (GPA). Normally student initiated, but the college may assign a W under special circumstances.
  - AU Audit. Student was a visitor in the course. AUs are assigned for audits and registration in restricted courses. Carries same tuition and fees as for credit.
  - GPA Grade Point Average. Total grade points achieved in a given time period divided by total credits of courses for which grades of A, B, C, D, and F were assigned.
  - CR/NC Credit/No Credit. Used for credit by exam only. A grade of CR (credit, passing with grade of C or higher) or NC (no credit) will be entered for the specified course on the student's transcript for the examination and is not used in the calculation of GPA, nor do the credits count toward financial aid eligibility.

### **Grade Change Procedures:**

Grade changes will be processed only for the following reasons: 1) to correct, or 2) to make changes as required due to unforeseen circumstances. Grade changes are not processed for additional work completed after the end of a term unless an I grade was assigned.

Instructors will not receive notices of the automatic grade change from Incomplete grades to F grades.

**Student Withdrawal:***Student-Initiated Withdrawal*

Students may withdraw from individual courses online or by submitting to the Records Office an Add/Drop/Withdraw form without the instructor's signature by the published withdrawal deadline.

Students having withdrawn from a course after four weeks of attendance may continue to attend thereafter until final exam week by requesting instructor permission.

**Repeated Courses:**

Students can repeat courses as often as they want, but only the highest grade will be computed into the GPA unless the catalog description allows the class to be repeated for additional credit. FN, FW, W, and AU are not grades that replace previous course grades. All courses and grades remain on the student's permanent academic record.

**References:**

**Date Proposed:** 03/27/2019

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