



3.17.0.3 Assigning and Changing Grades

Class Attendance:

Faculty members determine their individual course policies on student attendance. Students should know and understand the instructor's expectations concerning "cuts," absences, missed and make-up work. These policies will be explained in the course syllabus distributed at the first class session.

When a student is absent for a period not to exceed two weeks while serving jury duty (or fulfilling a civic responsibility of a comparable nature) or a military call-up, the student shall be given the same period of time in which to make-up missed coursework. The student also has the option to request an incomplete from the instructor.

Instructors are expected to gather and report "last date of attendance" (LDA) information in accordance with state and federal policies and procedures.

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 a Honors class or Honors option)
- B – 3 grade points per credit
- HB – 3 grade points per credit (indicates a 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 awarded to a student who did not officially withdraw from the course but stopped attending 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.
- FN – faculty initiated non-attendance withdrawal. This grade is awarded 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 – upon the student's request, the instructor consented to an extension of time for course completion. I grades automatically become F grades at the end of the next term (not including summer sessions) if requirements have not been satisfactorily completed.
- P – 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 2.00 level. Only certain courses have the option of P/F. Students should be informed that some institutions will not accept the P grade in transfer.

IP – in progress. This grade may be awarded 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 – 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 class schedule. W's do not influence Grade Point Average (GPA). Normally student initiated, but the college may assign a W under special circumstances. (See Student Withdrawal and Academic Alert in this policy.)

AU – 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. (Senior citizens receive a reduced rate if they register on or after the first day of class if space is available.) Student must consult with instructor concerning audit requirements. Students should be informed that institutions will not accept the AU grade in transfer. Audit forms must be completed in the first week of the semester and one business day for late-start courses.

GPA – 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 received.

CR/NC – 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.

Grading and Reporting:

Grading practices, course and attendance requirements shall be stated in writing at the beginning of each term. The student should know the weight given to scheduled quizzes or tests, "pop" quizzes, weekly papers, other written or oral work, and the final exam. When the request is submitted in writing with reasonable advance notice, the student has a right to receive an assessment of progress at least five weeks prior to the last day of the term.

To facilitate the Registrar's work and the determination of suspension status, instructors must assign one of the approved grading symbols to all students registered in their courses. W grades may not be assigned by instructors except under the conditions outlined in the withdrawal and Academic Alert portion of this policy.

The Registrar shall have the authority to record a 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 shall have 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 (incomplete) or when a grade has not been submitted by term deadline.

Grade Change Procedures:

Grade changes will be processed only when the instructor presents a signed and dated Change of Grade form.

Grade changes will be processed only for the following reasons: 1) to correct, and 2) to make changes as required due to unforeseen circumstances. Grade changes are not to be processed for additional work completed after the end of a term. (I must be used to allow a student additional time to complete a course.)

Instructors will not receive notices of the automatic change of incomplete grades to F grades. The Records Office will retain one copy of all grade change forms.

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 (The student may submit a written request for an assessment of progress at least five weeks prior to the last day of the term.)

Students having withdrawn from a course after four weeks of attendance may visit thereafter until final exam week with instructor approval.

W's are not entered on a student's transcript during the first week of the term. This time is the drop/add period and is before the official class enrollment is established. After the first five days, a grade of W is recorded. These time frames differ for classes that do follow the normal start/end dates of the semester. The specific dates are listed in the class schedule.

Instructor-Initiated FW Grades

In cases in which an instructor has evidence that a student is not actively participating in the course and the student made no reasonable effort to contact the instructor indicating plans to complete the course successfully, the instructor may assign an FW up to three weeks before the first day of the final examination period but not after the published withdrawal deadline. The instructor's judgment as to the last date of active participation shall be recorded online through the LDA process. Students are not notified of FW assignment.

Early Warning Communications and Academic Alert System:

Instructors are expected to provide feedback about the progress of students and use some form of early warning communications to contact students who have not been attending class (including no shows), have not been completing assignments, or are at risk for not successfully completing the course. The Academic Alert system is one option for providing these early warnings that is endorsed by administration.

Drop/Add Period:

1. Students may change their class schedules the first five class days of the semester start. This time frame differs for Summer Session and classes that do not follow the normal start/end dates of the semester. The specific dates are listed in the class schedule.
2. The instructor's permission is required to add or register for a course after the first three days of the term. Instructor consent is required the first day for some courses. All adds/registrations must be paid for at the time of processing.
3. Drops during the first five class days of the semester start do not need instructor permission. This time frame differs for classes that do not follow the normal start/end dates for the semester. The specific dates are listed in the class schedule.
4. After the first five days of the semester start, adds/registrations will be processed only with the initial approval of the instructor and the subsequent approval of the Academic Dean or Vice President of Academic Affairs.

Note: For evening, Saturday and alternative start courses, the instructor's permission is required to add or register for a course after the first class meeting.

Repeated Courses:

Students repeating a course must complete a Repeat of Course form at the Records Office at the time of registration. Students can repeat courses as often as they want, but only the most recent grade will be computed into the GPA. Grades of FN, FW, W and AU do not affect this policy. All courses remain on the student's permanent academic record. Students may petition to repeat using a substitute course if the original course is not available.

References:

Minnesota State Colleges and Universities Board Policy 3.17 Degrees, Diplomas and Certificates

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