

STANDARDS OF PROGRESS - Grading

GRADING POLICY: Grading criteria are determined by the instructor. These criteria and how grades are achieved must be shared, in writing, with the student on the first day the student begins class. For courses that are taught within professional-technical programs, grading criteria and policies will be shared in writing with students on the first day that the course is taught. Grading policies must be on file and approved by the instructor's dean.

Grades:

Grades will be submitted as decimals which students can convert as follows:
(Exceptions where required)

Decimal Grade	Letter Equivalent
4.0-3.9	A
3.8-3.5	A-
3.4-3.2	B+
3.1-2.9	B
2.8-2.5	B-
2.4-2.2	C+
2.1-2.0	C
1.9-1.5	C-
1.4-1.2	D+
1.1-1.0	D
0.9-0.7	D-
0.6-0.0	F

The following grades can **only** be submitted for courses that are designated on the course coding sheet as having that option. The following two options must be assigned to the entire class, not to an individual student:

1. **S/U** (satisfactory or unsatisfactory) An "S" grade is not figured into the grade-point average. A "U" grade is figured as a "0."

I – Incomplete: When a student is not able to complete a class for reasons beyond his control an instructor may assign an incomplete. It should be given **ONLY** when there is a reasonable expectation that the student will complete the specified work in the time allowed without additional instructional time. To receive an "I" grade, the student **MUST** have an "Incomplete Contract" (See Attachment 1) signed by the instructor and the dean and submitted to Enrollment Services prior to the grade being submitted. An "I" grade reverts to the assigned "grade without completion" after one quarter (not including summer) unless otherwise specified on the incomplete contract. The original is sent to the registrar with copies to the student, instructor, dean and counselor.

N – Audit: An audit means the student registers on a space-available basis to attend the class and to listen, but not do graded work. The student pays full tuition and fees, but attends class for information only. The N grade does not earn credit and does not affect the GPA. The audit grade option must be approved by the instructor and submitted to the Enrollment Services office by the 10th day of the class. Once registered for an audit, the student cannot change to a graded option.

R – Repeating a Course: The qualifier “R” on a transcript means a course has been repeated, and is excluded from credits and grade point average. All grades will still appear on the transcript whether repeated or not. The most recent grade will be used to compute the GPA. Students may not take a course more than twice without permission from the Vice-president of Student Services. Repeating certain courses may require permission from the instructor or the appropriate administrator.

V – Unofficial Withdrawals: Students who attend briefly, rarely, or not at all, and who fail to officially withdraw from a course or a program with a W grade, may be assigned a grade of “V” at the discretion of the instructor. The V grade does not earn credit and does not count in the GPA calculation.

W -Withdrawals: A student may officially withdraw from a program or class by completing a Change of Schedule form and submitting it to Enrollment Services by the end of the seventh week of the quarter. After the seventh week, the student cannot receive a “W” and will be graded based on the course requirements as described in the course syllabus. A withdrawal prior to the 10th day of the quarter is not listed on the transcript. After the 10th day of the class, a “W” will appear on the student’s transcript but it is not computed in the GPA. An official withdrawal can only be initiated by a student. Students are required to meet with their Counselor/Advising prior to withdrawing and obtain a signature on their Change of Schedule form before submitting their request for withdrawal to Enrollment Services.

HW – Hardship Withdrawals: A student may request a hardship withdrawal after the end of the official withdrawal period. For consideration, the student must submit to the Registrar a completed Enrollment Services Policy Exception Request form with supporting documentation explaining their extenuating circumstance. A hardship withdrawal does not constitute a refund or a reason for tuition forgiveness.

Grade Grievances: A student who feels he did not get the grade he earned must first speak to the instructor involved. If the dispute is not resolved, the student may file a grade grievance with the supervising dean. Grade grievances must be based on:

- (1) grade entry errors,
- (2) the instructor did not follow the grading criteria outlined in the course syllabus, or
- (3) grading criteria were not uniformly applied.

A grade grievance **MUST** be filed within one quarter after the quarter in which the grade was assigned, not including summer quarter.