

**Category:** Instruction

**Policy Title:** Grading

**Policy Number:**

**Policy Statement:** Faculty members have the responsibility for grading. Evaluation of student learning must be documented.

**Procedures:** Grading scales/criteria that are used must appear in the course syllabus, so students know what is expected and how to accomplish the objectives for the course. Final grades are due in the Registrar's office shortly after the end of a semester on dates established by the Registrar.

During the last week of each semester, comprehensive final exams or other educational or evaluative events are expected for all courses, with certain exceptions (labs, fieldwork and practicums, private lessons, and others as determined by the Vice President for Instructional Services.) All final exams are to be given at the date and time indicated on the final exam schedule. Exceptions must first be cleared with the Dean of Academics or Dean of Technical Education & Workforce Development. Grades are reported to the office of the Registrar at the end of each semester.

Grades are reported by letter only. No plus or minus values are recorded. The grading system includes the following:

A (Excellent) 4.0

B (Good) 3.0

C (Average) 2.0

D (Poor but passing) 1.0

F (Failing) 0.0

XF (Failing, X denotes academic dishonesty)

P (Passing – credit only, not computed in GPA)

I (Incomplete)

W (Withdrawn)

CR (Credit only, not computed in GPA)

AU (Audit – no credit, no grade)

NOTE: An "XF" grade can only be assigned with the approval of the Vice President for Instructional Services; please see the Academic Ethics policy for details. An "I" grade indicates the instructor's and College's willingness to assist the student in completing course assignments independently and to ultimately award a grade. It should be assigned only to students passing the course and who are near the end of the semester when independent completion of course requirements is probable and achievable. The instructor will not automatically record an incomplete; the student must petition the instructor before the end of final examinations. Course requirements must be completed by the end of the next full semester, or a failing grade will be assigned. A contract signed by the instructor and the student must be submitted to the Registrar's Office for an incomplete grade. A "CR" or "P" grade indicates that the student has received credit for the course, but the grade is not calculated in the grade point average. The hours do count for graduation. A "CR" grade is assigned for credit in courses for which no letter grade is given such as seminars, workshops, or other similar learning experiences. Credit-by-examination program credits are also usually designated by this notation.

Reviewed  
7/31/2013

Reviewed  
7/1/2016

Revised  
6/28/2023

At the end of each semester, faculty will report final grades through the college-recognized system. Every instructor is responsible for accurate grade reporting and submitting them by the deadline listed in the instructions. Instructors needing to change a final grade (e.g., an incomplete grade or correcting an error) will need to submit a Change of Grade Request Form to the Registrar's Office. Grades are not distributed to students through the mail. Grades are posted to the college website.

Due to financial aid audit requirements, the following procedures are implemented: student grade records and attendance records must be kept for five (5) years. Faculty should store grade and attendance records through the college-recognized Learning Management System (LMS) or in hard copy. Through the college-recognized grading system, instructors note the last date of attendance for students. This date needs to be as accurate as possible.