

**Category:** Academics

**Division:** Instructional Services

**Department:** Instruction

**Policy Title:** Grading

**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 Instruction and Student 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
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W (Withdrawn)	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 "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 usually designated by this notation.

At the end of each semester, faculty will report final grades through the Busterweb Gradebook 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 internet via 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. If faculty do not wish to personally keep the records, they can be given to the division secretary for filing. They may be in the form of gradebooks, class rosters with verified attendance, or attendance records. Through the Busterweb Gradebook system, instructors note the last date of attendance for students. This date needs to be as accurate as possible.

**Contacts:** Vice President for Instruction and Student Services

**Approved Date:** 7/1/2018

**Policy History:** 7/31/13, 7/1/16

**Keywords:** Grading, Attendance, Change Grade

**Related Form:** Change of Grade