

## GRADES AND GRADE TRACKING

### A. DEFINITION:

Grades are given for each credit course and are recorded on the students' permanent record. After each academic semester, grades are available to students on the Portal. Grades are provided to inform students of their academic achievement.

### B. INVENTORY OF COMMON GRADING SYMBOLS:

(Implementation of the Common Grade Symbols effective Fall 2006.)

A	- Excellent or Superior
B	- Good
C	- Average
D	- Deficient
F	- Failure
I	Incomplete
S	- Satisfactory
U	- Unsatisfactory
S/A	- Satisfactory (A-level) work in a developmental course
S/B	- Satisfactory (B-level) work in a developmental course
S/C	- Satisfactory (C-level) work in a developmental course
U/D	- Unsatisfactory (D-level) work in a developmental course
U/F	- Unsatisfactory (F-level) work in a developmental course
W	- Withdrawal
AW	- Administrative Withdrawal (available as an individual college option)
AU	- Audit

### Place Holders

SP	- Satisfactory Progress
Z	- Grade not yet reported
R	- Repeat Field

#### **AU- Audit**

By auditing a course, a student may participate in course activities but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

### **I- Incomplete**

The "Incomplete" grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an "Incomplete" grade the student must present to the instructor documentation of the circumstances justifying an "Incomplete" grade.

The instructor will complete an "Incomplete Grade Contract" when submitting final grades for the semester. The contract can be found and completed in the Portal under the forms tab. Students will receive an electronic copy of the "Incomplete Grade Contract" in their student email account. The Instructor must assign an Incomplete Grade (I) on the regular grade roster in a timely fashion.

The Incomplete Grade Contract must include the following information:

1. Student Information
2. Term
1. Course Number and Section
2. Course Title
3. Date of Last Attendance
4. Reason for assigning a grade of incomplete (statement of extenuating circumstances)
5. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated)
6. Evidence of completion of 75% of the semester course work
7. Completion of a work plan that includes the following:
  - What, when and how assignments and tests will be submitted to complete the course
  - The time period in which the work must be completed

Students are encouraged to let instructors know as soon as possible if they are having difficulties with any part of the course, and the request for an Incomplete must be requested by no later than the end of the course term. In the event that a student and instructor cannot

reach resolution concerning an Incomplete, then the student should contact the division Associate Dean.

Military personnel and emergency management officials who are required to go on temporary duty orders (TDY) in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Chief Instructional Officer. Students should be referred to MVP for additional assistance.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an F grade. If the student would have earned a letter grade higher than an F without completing the work, faculty should be encouraged to submit that higher grade before the automatic conversion to F. Active Duty Military using Tuition Assistance must complete their missing work no later than 100 days after the end of term.

**S- Satisfactory**

The satisfactory grade is equivalent to a grade of “C” or better. The course will count in attempted and earned credits, but will not carry quality points.

**U- Unsatisfactory**

The unsatisfactory grade is equivalent to a “D” or “F” grade. The course will count in attempted credits, but will not carry earned credits or quality points.

**S/A, S/B, S/C**

These are satisfactory grades awarded only for developmental courses. The A, B, and C indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

**U/D, U/F**

These are unsatisfactory grades awarded only for developmental courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

**W- Withdrawal**

The “Withdrawal” grade is assigned when a student officially withdraws from a course. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours. Faculty is required to provide the last date of attendance for each student who is assigned this grade.

**Last Date of Attendance**

Faculty are required to provide the last date of attendance for each student who is awarded an I, F, U or U/F grade.

**Place Holders SP- Satisfactory Progress**

This symbol is limited to certain approved courses that extend beyond the end of a normal semester. No academic credit is awarded until the course is completed.

**Z- No Grade Submitted**

The grade of "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. This "Z" grade is replaced and credit is awarded upon the Registrar's receipt of the grade.

**Repeat Field**

The Repeat Field on the transcript will be marked I – Include in hours and GPA calculation, A – Exclude from earned hours and GPA calculation, or A Exclude from earned hours but count in GPA calculation.

**C. GRADE BOOKS OR GRADE TRACKING:**

Grades and electronic documentation are an essential record and must contain a list of students officially registered, grades, and appropriate data on assignment and examinations, final grades, attendance record, last date of attendance when students drop, withdraw or just chose not to attend, and the last date of class activity.

1. All faculty are to keep and maintain an electronic attendance and gradebook in D2L. Not only will this allow the students to know review their own grades, but D2L grades can be also accessed by the instructor's Department Chair, Associate Dean or Dean if a review a student's performance is needed, or in the case of a grade dispute.
2. Instructional divisions keep the file of all grades and course attendance, which become a part of the official college record. Instructor/faculty must submit a copy of each of the course grades by the deadline dates that are set by each division. Each course submission shall include the following information:

Faculty/Instructor name  
Course Number and Section  
Term  
Academic Year

These must be held in each division for a minimum of 2 years. Military Programs, eLearning, and all other sites are responsible for all grade activity for courses offered through those divisions, and they are responsible to get the grade books to the instructional divisions.

3. The Director of Enrollment Services or designee provides information to only authorized outside agencies regarding student's academic work and may contact the Instructional Dean or Associate Dean for information needed from grades.

4. Students may only challenge grades for one year from the date the grade was originally posted.