## **GRADING POLICY**

Adopted: 12-11-96

# A. Grades, Grade Reporting

Underlying any grading system is the premise that students earn grades while instructors assign grades. The grade assigned to each student in a course directly reflects the student's achievement of a specific set of objectives. A student entering a course assumes the responsibility to master the objectives of the course to the best of his or her ability. The degree to which the student fulfills the responsibility is reflected in the final grade assigned by the instructor. Because grades are assigned in each course, recorded on a student's permanent record and, therefore, affect the student's future, it is important that careful consideration be given to the grades assigned by instructors.

# B. Grading Systems and Special Notations

The two types of grading systems are the grading scale and the Credit/No Credit evaluation. The grading scale consists of the letters A, B, C, D, and F. In specific courses indicated in the Southwestern College Catalog, students may elect to be graded on a credit/no credit basis. Students transferring to a four-year institution should check the institution's policy on acceptance of Credit/No Credit grades.

- 1. Grade of 'A' Excellent Exceptional achievement of all course objectives. The student has shown initiative, imagination and self-direction well beyond that required by the instructor.
- 2. <u>Grade of 'B' Good</u> High level achievement of all course objectives. The student's performance has been above average, and the student has demonstrated considerable mastery of the course materials.
- 3. <u>Grade of 'C' Satisfactory</u> Acceptable level of achievement of all course objectives. The student has completed the required objectives in a satisfactory manner.
- 4. Grade of 'D' Passing Less than Satisfactory Minimum level of achievement of most of the course objectives. The student's success in advanced work is doubtful.

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- 5. <u>Grade of 'F' Failing</u> The student did not accomplish the minimum requirements of the course.
- 6. <u>Grade of 'CR' Satisfactory or Above</u> Excluded from grade point average. Achievement of course objectives at the acceptable level or above (grade of 'C' or above).
- 7. Grade of 'NC' Less than Satisfactory Excluded from grade point average. The student did not accomplish the minimum requirement of the course.
- 8. Non-Evaluative Symbols 'I', 'IP', 'W', and 'RD' There are four notations not included in the grading scale of credit/no credit evaluation that may be used under special circumstances. The 'I' and the 'IP' can only be assigned at the end of the semester and 'W' may only be assigned from the beginning of the fifth week through the twelfth week of the semester.
  - a. <u>'l' Incomplete</u> (No penalty; excluded from grade point average)

The 'l' grade is used in some special circumstances to indicate that the student did not complete certain essential requirements due to unforeseeable circumstances or emergency and justifiable reasons over which the student has no control, generally of such nature that the student was unable to attend class to perform class assignments during the last two weeks of the school semester or was unable to take the Final Examination. A student may not repeat a class to remove the 'l' grade.

Instructors are required to complete an Incomplete Grade Notice (Form 17), stating the requirements for removing the 'I' and the criteria for determining a new final grade. The Incomplete Grade Notice forms are to be turned in to the Office of Instruction for distribution. If a written test is required, a copy of the test and scoring key must be filed with the form.

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A copy of the form will be given to the student and a copy will be placed on file in the Admissions Center. The final grade shall be given when the stipulated work has been completed and evaluated, or when the time limit for completing the work has passed.

The 'I' may be made up no later than one year following the end of the term in which it was assigned. Units for the 'I' symbol shall not be used in calculating a student's grade point average. A student may petition for a time extension by submitting a petition to the instructor of record. The petition may be granted if, in the judgment of the instructor, an extension was warranted because of extenuating circumstances of verified cases of an accident, illness or other circumstances beyond the control of the student.

b. <u>'IP'- In Progress</u> (No penalty; excluded from grade point average)

The 'IP' grade is to be used for students who enroll in a 'Self-Paced' course and who do not finish the course during the semester. Students who do not complete the course will be assigned an 'IP', and will be required to enroll and complete the course during the following term.

Instructors are required to complete an In-Progress Grade Report, give the student a copy, submit the original, along with the Final Grade Roster, to the Admissions Center. The 'IP' must be completed during the following regular term. The 'IP' remains on the student's permanent record unless the student does not enroll the following term, at which time the 'IP' grade will be changed to an 'F'. When the student re-enrolls the following term, the evaluative grade will be assigned for that term.

## c. 'W' - Withdrawal

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The 'W' grade is used when a student withdraws or is withdrawn from a class beginning the fifth week through the end of the twelfth week of the semester. Enrollment

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will not appear on the permanent record if a student withdraws or is dropped from a course during the first four weeks of the semester.

d. <u>'RD' - Report Delayed</u> (No penalty; excluded from grade point average)

The 'RD' grade is used to indicate that the grade(s) was/were not turned in. The 'RD' is a temporary notation which is removed when the grade is reported.

- C. <u>Grade Analysis</u> The individual instructor who assigns the grades is in the best position to analyze his/her adherence to the grading policies and practices of the College. To assist the instructor in analyzing his/her grade distribution, each instructor will be provided with the following information:
  - 1. The percentage of each grade awarded under the grading scale, the GPA, and the completion percentage for the discipline and division, of which the instructor is a member, and the college as a whole, day and evening.
  - 2. The GPA for the total number of grades awarded by the instructor.
  - 3. The completion percentage rate for each instructor, i.e., the percentage of students enrolled the first census week who received one of the following grades: A, B, C, D, F, CR, NC, W, I or IP.
  - 4. Individual instructor, discipline, division and college-wide grade distribution patterns.
- D. <u>Graduation with Honors</u> Students who achieve a cumulative Grade Point Average of 3.5 or higher will graduate with honors. The status as an honor graduate will be noted on both the degree and the permanent record (transcripts) for all such students.
- E. <u>Changes of Grades</u> An instructor who discovers that a mistake has been made in reporting a grade should report the error using a Record Change form available in the Admissions Center. When

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grades are given for any course of instruction taught in the public schools, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final (10753).

If a student requests a change of grade from an instructor, and the request is denied by the instructor, the student may ask for a review of the grading process by the appropriate Division Dean. Any change to a grade after it has been submitted to the Admissions Center must be made within one year following the end of the term in which the grade was assigned.

F. <u>'WF' Grades</u> - The policy for changing penalty Withdrawal Failing grades (issued prior to 1970) is as follows:

When a student completes 15 credit units with a 2.0 grade point average or above, at any college, a petition may be filed to remove Withdraw Failing (WF) grades received at Southwestern College. Petition forms are available in the Admissions Center.

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