

## Century Community and Technical College

### 3.17.0.3 Assigning and Changing Grades

#### **Class Attendance:**

Faculty members determine their individual course policies on student attendance. Students should know and understand the instructor's expectations concerning "cuts," absences, missed and make-up work. These policies will be explained in the course syllabus distributed at the first class session.

When a student is absent for a period not to exceed two weeks while serving jury duty (or fulfilling a civic responsibility of a comparable nature) or a military call-up, the student shall be given the same period of time in which to make-up missed coursework. The student also has the option to request an incomplete from the instructor.

Instructors are expected to gather and report "last date of attendance" (LDA) information in accordance with state and federal policies and procedures.

#### **Grading System:**

The following is used to report academic achievement and to compute the student's grade point average:

A - 4 grade points per credit

HA – 4 grade points per credit (indicates a Honors class or Honors option)

B - 3 grade points per credit

HB – 3 grade points per credit (indicates a Honors class or Honors option)

C - 2 grade points per credit

D - 1 grade point per credit

F - 0 grade points (no credit earned)

FW – failure due to unofficial withdrawal (0 grade points – no credit earned).

This grade is awarded to a student who did not officially withdraw from the course but stopped attending prior to the end of the term.

FN – failure due to non-attendance (0 grade points – no credit earned). This grade is awarded to a student who never attended the course, but did not drop the course prior to the end of the term.

I - upon the student's request, the instructor consented to an extension of time for course completion. I grades automatically become F grades at the end of the next term (not including summer sessions) if requirements have not been satisfactorily completed.

P - successful demonstration of competence. Credits earned under the pass/fail system will not be included in computing the GPA. A grade of P represents work equivalent to or above 2.00 level. The pass/fail grade registration option form must be filed in the Records Office during the first week of each term or summer session. Once the registration is completed, students will not be permitted to change a course either to or from a P grade basis after the first week of each term or the summer session. Students should be informed that

some institutions will not accept the P grade in transfer. Only certain courses have the option of P/F.

IP – in progress. This grade may be awarded to a student enrolled in a course that is of a clinical or field internship nature, whether in part or in full. IP grades automatically become F grades at the end of the next term (not including summer sessions) if requirements have not been satisfactorily completed. IP grades do not influence GPA calculations, but represent successful completion for the purpose of measuring both academic and financial aid satisfactory progress.

W - student formally withdrew from the course after the first week and not later than two weeks before final exams began. These time frames differ for Summer Session classes and classes that do not follow the normal start/end dates for a semester. These dates are listed in the class schedule. W's do not influence Grade Point Average (GPA). Normally student initiated, but the college may assign a W under special circumstances. (See Student Withdrawal and Midterm Warning in this policy.)

AU - student was a visitor in the course. AUs are assigned for audits and registration in restricted courses. Carries same tuition and fees as for credit. (Senior citizens receive a reduced rate if they register on or after the first day of the semester.) Student must consult with instructor concerning audit requirements. Students should be informed that institutions will not accept the AU grade in transfer. Audit forms must be completed in the first week of the semester.

GPA - total grade points achieved in a given time period divided by total credits of courses for which grades of A, B, C, D and F were received.

### **Grading and Reporting:**

Grading practices, course and attendance requirements shall be stated in writing at the beginning of each term. The student should know the weight given to scheduled quizzes or tests, “pop” quizzes, weekly papers, other written or oral work, and the final exam. When the request is submitted in writing with reasonable advance notice, the student has a right to receive an assessment of progress at least five weeks prior to the last day of the term.

To facilitate the Registrar's work and the determination of suspension status, instructors must assign one of the approved grading symbols to all students registered in their courses. W grades may not be assigned by instructors except under the conditions outlined in the withdrawal and midterm warning portion of this policy.

Signed grade sheets are due in the Registrar's Office no later than three calendar days after the scheduled final examination.

The Registrar shall have the authority to record a AU on the transcript in cases where the student has completed a restricted course unless the instructor has waived the restriction. A Waiver of Restriction form must be signed by the instructor and the appropriate Academic Dean, and forwarded to the Registrar's Office.

The Registrar shall have the authority to record an F grade on the transcript in cases where no grade was assigned by the instructor by the end of the term following the assignment of an I (incomplete).

**Grade Change Procedures:**

Grade changes will be processed only when the instructor presents a signed and dated Change of Grade form. Grades phoned in will not be processed until a signed form is received from the instructor.

Grade changes will be processed only for the following reasons: 1) to correct, and 2) to make changes as required due to unforeseen circumstances. Grade changes are not to be processed for additional work completed after the end of a term. (I must be used to allow a student additional time to complete a course.)

Instructors will receive a copy of each of their grade change transactions from the Registrar verifying that the grade has been changed on the student's record. Instructors will not receive notices of the automatic change of incomplete grades to F grades. The Records Office will retain one copy of all grade change forms. Students will be notified by mail of all grade changes, except automatic I to F grades.

**Student Withdrawal:**

*Student-Initiated Withdrawal*

Students may withdraw from individual courses by submitting to the Records Office a Change of Program form:

1. Without the instructor's signature two weeks before final exams begin. (The student may submit a written request for an assessment of progress at least five weeks prior to the last day of the term.) For evening, Saturday, and alternative start/finish courses, see class schedule for drop/add dates.
2. With the instructor and the Vice President of Student Services consent (signatures) up to the last day of the term, only if special circumstances prevent further participation.

Students having withdrawn from a course after four weeks of attendance may visit thereafter until final exam week with instructor approval.

W's are not entered on a student's transcript during the first week of the term. This time is the drop/add period and is before the official class enrollment is established. After the first five days, a grade of W is recorded. These time frames differ for Summer Session classes and classes that do follow the normal start/end dates of the semester. The specific dates are listed in the class schedule.

*Instructor-Initiated W Grades*

In cases in which an instructor has evidence that a student is not actively participating in the course and the student made no reasonable effort to contact the instructor indicating plans to complete the course successfully, the instructor may assign a W up to three

weeks before the first day of the final examination period. The instructor's judgment as to the last date of active participation shall be recorded on a Records Office form. The Registrar will notify the student of the filing of this action (see the Midterm Warning Procedure outlined below). The Registrar will post the W after the student has had a chance to respond to the letter of notification, but not later than two weeks before the first day of the final examination period. The instructor can also assign any other grade on the final grade sheet, given a change in the student's status.

### **Early Warning System:**

Instructors are expected to use the early warning system to alert students who have not been attending class (including no shows), have not been completing assignments, or are at risk for not successfully completing the course.

Early warning letters should be sent (a) prior to Student Success Day so students can use the time provided to meet with their instructors, (b) at midterm, and/or (c) any other time appropriate for the course or individual student.

Warning notification will encourage students to take appropriate action, including the following:

1. Immediately contacting the instructor to discuss the feasibility of completing course requirements.
2. Visiting with a counselor to consider options. Students in technical/occupational programs should also contact their program advisor.
3. Availing themselves of a variety of other academic support resources on campus.
4. Initiating a withdrawal from the course at the Records Office.
5. Accepting the grade earned.

### **Drop/Add Period:**

#### Day Classes

1. Students may change their class schedules the first seven class days of the semester. This time frame differs for Summer Session classes and classes that do not follow the normal start/end dates of the semester. The specific dates are listed in the class schedule.
2. The instructor's permission is required to add or register for a course after the first three days of the term. Instructor consent is required the first day for some courses. All adds/registrations must be paid for at the time of processing.
3. Drops during the first seven class days of the semester do not need instructor permission. This time frame differs for Summer Session classes and classes that do not follow the normal start/end dates for the semester. The specific dates are listed in the class schedule.
4. After the first week, adds/registrations will be processed only with the initial approval of the instructor and the subsequent approval the Vice President of Academic Affairs.

Note: For evening, Saturday and alternative start courses, the instructor's permission is required to add or register for a course after the first class meeting.

**Repeated Courses:**

Students repeating a course must complete a Repeat of Course form at the Records Office at the time of registration. Students can repeat courses as often as they want, but only the most recent grade will be computed into the GPA. Grades of W and AU do not affect this policy. All courses remain on the student's permanent academic record. Students may petition to repeat using a substitute course if the original course is not available.

**References:**

Minnesota State Colleges and Universities Board Policy 3.17 Degrees, Diplomas and Certificates

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