

# St. Cloud Technical & Community College

## Policies and Procedures

### Chapter S3 – Education Policies

#### S3.21 Assigning and Changing Grades

*Update Revision Responsibility: Vice President of Academic Affairs*

##### **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

B – 3 grade points per credit

C – 2 grade points per credit

D – 1 grade point per credit

F – 0 grade points (no credit earned)

NC – No Credit. This grade is assigned when students do not successfully complete a developmental course.

FN – Failure due to non-attendance. 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. This grade does not affect the GPA but does affect earned/attempted credits.

FW – Failure due to unofficial withdrawal. 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. This grade does not affect the GPA but does affect earned/attempted credits.

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.

IP – In progress. This grade may be awarded to a student enrolled in a course that is of a clinical or field internship nature or for courses that extend beyond the end date of the semester. IP grades automatically become F grades at the end of the next full

term (not including summer sessions) if requirements have not been satisfactorily completed. IP grades do not influence GPA calculations, but represent successful completion only for the purpose of measuring both academic and financial aid satisfactory progress.

W – Student formally withdrew from the course after the drop period and before 80% of the scheduled class meetings. This grade does not affect the GPA but does affect earned/attempted credits.

AU – Student was a visitor in the course. AUs are assigned for audits (carries same tuition and fees as for credit). Student must consult with instructor concerning audit requirements. Courses with a grade of AU will not transfer and are not eligible for financial aid. 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.

### **Non-Attendance**

Faculty are required to provide a list of non-attending students to the Division's Administrative Assistant by the 5<sup>th</sup> day of semester for the student to be dropped for non-attendance. Non-attendance for courses that begin after the first week of the semester must be reported by the first business day after the course begins.

### **Last Date of Attendance**

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

### **Student Withdrawal**

#### *Student-Initiated Withdrawal*

Students may withdraw from individual courses using MnSCU e-services through 80% of scheduled class sessions.

### **Assigning Grades and Reporting**

Grading practices and course requirements shall be stated in the syllabus and provided to the students 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.

To facilitate the determination of warning or suspension status, instructors must assign one of the approved grading symbols to all students registered in their courses. All grades must be entered by 8:00 a.m. of the first business day following the last day of the semester. For courses that are less than a full semester, grades must be entered by 8:00 a.m. the first business day following the last class meeting.

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) or IP (In Progress).

**Grades of Incomplete**

Students who are doing satisfactory work in a course, but cannot complete all requirements, may receive an incomplete (I). An incomplete is given for reasons such as serious illness or family illness. Documentation may be required. Incomplete grades are assigned at the discretion of the course instructor only after the midpoint of the course.

The course instructor and the student will develop a contract outlining the remaining work to be done. A signed copy of this contract will be kept on file in the academic department. Students must complete the course requirements within one semester. Incomplete spring semester coursework must be completed by the end of the following fall semester. Incomplete grades that are not changed by the end of the following semester will be changed to “F” for failure.

**Changing Grades**

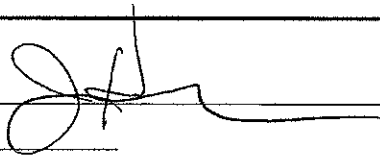
Grade changes on all courses must be approved by the Division Dean.

Grade changes on all courses must be submitted in writing to records and registration using the Grade Change Form. Grade changes must be signed by the instructor assigned to the course and by the division dean.

**Grade Appeals**

Students who wish to appeal a grade can submit their request through the Academic Appeals Committee.

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College President:  Date: 12/10/15  
Date of Adoption: \_\_\_\_\_  
Date of Implementation: 5/2016  
Date repealed or replaced: \_\_\_\_\_