

Policies and Procedures

Chapter S3 – Educational Policies

S3.21 Assigning and Changing of Grades

Responsible Administrator

Vice President of Academic Affairs & Institutional Effectiveness

Purpose

The purpose of this policy is to define acceptable grades for students attending credit classes at St. Cloud Technical & Community College.

Responsibility

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)

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.

Developmental Credits: Developmental credits (courses numbered under 1000) are included in the GPA but *excluded from the completion percentage measurement of satisfactory academic progress. Reference SCTCC Policy 3.3 Academic Standing and Financial Aid Satisfactory Academic Progress. **Note, exclusion of developmental credits from completion rate is effective fall 2021 onwards.*

The following grades do not affect a student's GPA.

NC – No Credit. This grade is awarded when students do not successfully complete a developmental course, or a course designated with a pass/no credit grading method. This grade affects completion rate, except for developmental education courses.

NA – Non-Attendance. This grade is awarded to a student who never attended the course, but did not drop the course prior to the course's drop deadline. This grade affects completion rate, except for developmental education courses.

UW –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. This grade affects completion rate, except for developmental education courses. This grade is not to be assigned past the 80% mark of the scheduled class meetings.

I – Incomplete. Upon the student’s request, the instructor consented to an extension of time for course completion. An “I” grades automatically becomes an “F” grade (or “NC” for developmental courses or Pass/No Credit graded courses) at the end of the next term (not including summer sessions) if requirements have not been satisfactorily completed. This grade affects completion rate, except for developmental education courses.

P – Pass. Successful demonstration of competence. This grade will not be included in computing the GPA. A grade of P represents work equivalent to or above 2.00 level. This grade affects completion rate, except for developmental education courses.

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. An “IP” grades automatically becomes an “F” grade (or “NC” for developmental courses or Pass/No Credit graded courses) at the end of the next full term (not including summer sessions) if requirements have not been satisfactorily completed. This grade affects completion rate, except for developmental education courses.

W – Withdrawal. Student formally withdrew from the course after the drop period and before 80% of the scheduled class meetings. This grade affects completion rate, except for developmental education courses.

AU – Audit. Student was a visitor in the course. Student must consult with instructor concerning audit requirements. Audit forms must be completed in the first week of the semester or by the course’s drop deadline, whichever is later. “AU” grade is entered by Records & Registration Office at time of instructor approval. Auditing a course carries the same tuition and fees as for standard grading method. Courses with a grade of “AU” will not transfer and are not eligible for financial aid. This grade does not affect completion rate.

Related Policies and Procedures

S3.31 Non-Attendance

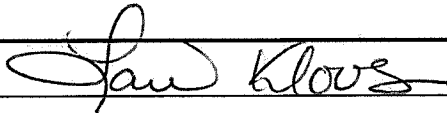
S3.21.1 Assigning and Changing Grade Procedure

S3.21.2 Grade Appeal Procedure

S3.6 Add, Drop, and Withdrawal

S3.3 Academic Standing and Financial Aid Satisfactory Academic Progress

College President: _____



Date: 6-7-24

Date of Adoption: _____

Date of Implementation: 5/2016

Date repealed or replaced: _____

S3.21.1 Assigning and Changing of Grades Procedure

Assigning Grades and Reporting

Authority: Minnesota State System Procedure 3.22.1 Course Outlines and Course Syllabi

Grading practices and course requirements shall be stated in the syllabus and provided to the students within the first week of the term. The student should know the weight of all graded work. Changes must be communicated to students in a timely manner.

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.

Grades of Incomplete

Students who are doing satisfactory work in a course but cannot complete all requirements may receive an incomplete (I). Incomplete grades are assigned at the discretion of the course instructor only after the midpoint of the course. The instructor may request documentation substantiating the need for the incomplete.

The course instructor and the student will complete the "Application for Incomplete." They will develop a contract outlining the remaining work to be done. A signed copy of this contract will be kept on file in the appropriate Dean's office. Students must complete the remaining work described in the contract no later than the end of the next fall or next spring semester. The instructor may set an earlier deadline. Incomplete grades that are not changed by the end of the following semester will be changed by the Registrar to "F" for Failure or "NC" for No Credit, unless the student requests and is granted an extension, which will be approved by the faculty and the appropriate dean.

Changing Grades

Grade changes on all courses must be submitted to Records and Registration using the electronic Grade Change process.

Grade Method Change for Pass/No Credit Courses

Students may elect to change the grading method on non-developmental education courses from Pass/No Credit to Pass/Fail by submitting the Grade Method Change form prior to the final grading deadline for the course. This option is limited to Pass/No Credit courses.

College President: _____ *Date:* _____

Date of Adoption: _____

Date of Implementation: _____

Date repealed or replaced: _____

S3.21.2 Assigning and Changing of Grades Procedure

Grade Appeal Criteria

Students may appeal a final course grade when they believe the grade is not justifiable. The student bears the burden of proving there are sufficient grounds for changing a grade. A student may appeal a final course grade on grounds such as: the methods or criteria for evaluating academic performance as stated in the course syllabus were not adhered to in determining grades; or the instructor applied grading criteria arbitrarily; or the instructor erred in calculating the grade or recording the grade.

Informal Appeal

The student has the responsibility to discuss disagreements over final grades received with the instructor(s) of record. Initiating a discussion with the instructor(s) should occur within ten business days of the final grade being posted. Students are encouraged to complete the informal appeal before moving on to formal appeal.

Formal Appeal

1. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Petition Form. To conduct a thorough and comprehensive appeal, we encourage appeals to be submitted within 30 calendar days of final grade being posted. The formal grade appeal does not involve grading or regrading assignments. It is a review of the final grade assignment.
2. The Office of Vice President of Administration will forward the appeal to the appropriate academic dean for review.
3. The academic dean will investigate the issue, which must include a consultation with the instructor of record. The dean may recommend a grade change to the Vice President of Academic Affairs & Institutional Effectiveness who will conduct a secondary review.
4. The academic dean will communicate the decision regarding the appeal and notify all relevant parties in writing of the decision within ten business days of the receipt of the grade appeal. The time to determine a final decision may vary based on faculty availability; if a faculty is not available, this will be communicated to the student submitting the petition.
5. If the formal grade appeal does not resolve the matter to the student's satisfaction, the student may appeal that decision by notifying the Office of the Vice President of Administration. Staff will forward the request and all relevant documentation to the Office of Vice President of Academic Affairs & Institutional Effectiveness (VPAAIE). It is recommended that additional supporting information be included with this appeal. The VPAAIE will communicate the decision regarding the appeal and notify all relevant parties in writing of the decision within ten business days of the receipt of the grade appeal. The VPAAIE's decision is final and binding.

College President: _____

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