

Grade Change Proposal Comparison

Academic Policy Handbook		New Proposal Would...
G301		
Grading Guidelines		
<p>Graded System</p>	<p>The traditional graded system uses A, B, C, D, and F, as defined under “Grade Definitions.”</p> <p>Degree or certificate requirements may designate certain courses as pass/no pass only.</p>	<p>Give Students the right to choose this grading option during the first 80% of the course by notifying Registration.</p> <p>Add/clarify the right of the SAC to determine whether P/NP grades are permitted on a program or course level.</p>
<p>Pass/No Pass System</p>	<p>To take a class on a pass/no pass basis, students must make arrangements with the instructor during the first 8 weeks of a standard length, full term class.</p> <p>A pass grade does not satisfy the prerequisite of C or better required for entry into some courses - the English Composition sequence, for example.</p> <p>Transfer students should be aware that four-year institutions limit the number of pass/no pass credits that may be applied to a degree.</p> <p>Degree or certificate requirements may prohibit taking certain courses on a pass/no pass basis.</p>	<p>Remove Faculty role in accepting or denying this grade option.</p> <p>Give Students the right to choose this grading option during the first 80% of the course by notifying Registration.</p> <p>Add/clarify the right of the SAC to determine whether P/NP grades are permitted on a program or course level.</p>

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<p>Attendance</p>	<p>Students are expected to attend all classes in which they are enrolled.</p> <p>Repeated absences will affect a student's grade.</p> <p>Students must follow the published guidelines for dropping/withdrawing from class.</p> <p>If a student has excessive absences and fails to drop/withdraw from class by the published deadlines, a grade of "F" may be assigned.</p> <p>Faculty members are not required to drop students for non-attendance.</p> <p>In addition, students that do not attend or stop attending classes and fail to drop will be responsible for the associated tuition and fees.</p> <p>Faculty will be allowed to withdraw students that do not attend and/or stop attending, but they are not required to do so.</p>	<p>Modify result of excessive absences or failure to drop/withdraw for students electing a P/NP grading basis to potential assignment of a NP grade.</p> <p>Clarify Student responsibility for dropping/withdrawing themselves.</p> <p>Modify Faculty responsibility from dropping students for non-attendance to recording the last date attended along with the earned grade if an F or NP.</p>
		Grade Marks
Grade Definitions		
<p>A Superior</p>	<p>Honor grade indicating excellence.</p> <p>Earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance.</p> <p>Probable success in a field relating to the subject or probable continued success in sequential courses.</p>	<p>No changes.</p>

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B Above average	<p>Honor grade indicating competence.</p> <p>Earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance.</p> <p>Probable continued success in sequential courses.</p>	
C Average	<p>Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance.</p> <p>Sufficient evidence of ability to warrant entering sequential courses.</p>	
D Substandard but receiving credit	<p>Substandard grade indicating the student has met only minimum requirements as outlined by the instructor in the course handout.</p> <p>Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, irregular attendance, insufficient evidence of ability to make advisable the enrollment in sequential courses.</p> <p>Does not satisfy requirements for entry into courses where prerequisites are specified.</p>	No changes.

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G301		<p>Require Faculty to record the last date attended. (To meet new federal reporting requirements.)</p>
<p>F Failure</p>	<p>Non-passing grade indicating failure to meet minimum requirements as defined by the instructor in the course handout earned as a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills, repeated absence from class.</p> <p>Does not satisfy requirements for entry into courses where prerequisites are specified.</p>	
<p>P Pass</p>	<p>Acceptable performance.</p> <p>A grade of P represents satisfactory achievement which would have been graded C or better on the regular grading scale, but is given instead of a letter grade.</p> <p>By the end of the eighth week of class (or equivalent) students shall choose the graded or pass option.</p> <p>If they don't choose the pass option, the class will be letter graded.</p> <p>By the end of the eighth week of class (or equivalent), students may rescind an earlier request of the pass option.</p> <p>Instructors who deny a grading systems option request through the eighth week (or equivalent) must provide reasons for the denial in writing to their Dean.</p>	<p>Give Students the right to choose this grading option during the first 80% of the course by notifying Registration.</p> <p>Clarify the right of the SAC to determine whether P/NP grades are permitted on a program or course level.</p> <p>Remove Faculty role in accepting or denying this grade option.</p>

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G301		<p>Restrict the use of this grade to those Students who have elected a P/NP grade option.</p> <p>Require Faculty to record the last date attended. (To meet new federal reporting requirements.)</p>
<p>NP No Pass</p>	<p>Unacceptable performance or does not satisfy requirements for entry into courses where prerequisites are specified.</p> <p>This grade may be used in situations where an instructor considers an “F” grade to be inappropriate.</p> <p>The NP mark is disregarded in the computation of the grade point average.</p>	
Mark Definitions		
<p>SC Satisfactory completion</p>	<p>Mark used when a student satisfactorily completes continuing education units (CEUs).</p>	<p>No changes.</p>
<p>NSC Not satisfactory completion</p>	<p>Mark used when a student does not satisfactorily complete continuing education units (CEUs).</p>	<p>No changes.</p>
<p>I Incomplete</p>	<p>When the quality of the work is satisfactory, but some minor, yet essential, requirement of the course has not been completed, and for reasons acceptable to the instructor, a report of “I” may be made and additional time granted for the completion of the work.</p> <p>If the course is not completed within a year, the “I” will be administratively changed to an “NP” unless the instructor submits another grade.</p> <p>The conditions for completion of the work should be stated in writing, signed by the instructor and the student, and kept on file in the department or program office.</p> <p>An “I” may not be assigned as a withdrawal.</p> <p>An “I” does not entitle a student to repeat a course without paying tuition.</p> <p>It may be impossible to receive an “I” in some courses where, for example, equipment usage is required.</p>	<p>Add evaluation criteria to the written agreement.</p> <p>Modify file location for the written agreement with the Student to be left with the division administrative office.</p> <p>Modify administrative change in the event of a failure to complete within one year to either an F or an NP grade in keeping with the Student's grade option choice.</p>

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W Withdrawal	<p>This mark is to be used only by the Student Records Office when the student or instructor has followed established school policies and procedures for properly withdrawing/dropping from class within the specified time limits.</p>	No changes.
CIPR Course in Progress, Re-Register	<p>A mark used only for designated classes.</p> <p>To receive credit, students must re-register because equipment usage is required.</p> <p>This may include courses in modular or self-paced programs.</p> <p>This mark may also be used in a skills based course to indicate that the student has not attained the skills required to advance to the next level.</p> <p>If the course is not completed within a year, the “CIPR” changes to an “AUD” (Audit) on the transcript unless the course was repeated and a grade earned.</p>	No changes.
CIP Course in Progress	CIP Course in Progress	No changes.
AUD Audit	<p>Some courses may allow students to attend a course without receiving a grade or credit for the course.</p> <p>Tuition must be paid, and instructor permission must be obtained during the first three weeks of class. Instructors are expected to state on their course handouts any specific audit requirements.</p> <p>Does not satisfy requirements for entry into courses where prerequisites are specified.</p>	<p>Clarify the right of the SAC to specify whether AUD grade marks are permitted on a program or course level.</p> <p>Limit the grade option election period to the first two weeks of the term with the consent of the Instructor.</p> <p>Require Student to notify Registration after receiving Faculty permission.</p>

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<p>Repeated Courses</p>	<p>Courses with grades of “D”, “F”, “NP”, “I”, “CIP”, and “CIPR” may be repeated for a higher grade.</p> <p>All grades earned will appear on the transcript.</p> <p>However, when a course is repeated, the first grade will be flagged and no longer included in the GPA calculation or accumulated number of credits.</p> <p>The first earned grade of “C”, “P”, or better will count in the accumulated credit total.</p> <p>The first grade of “C” or better will be used for the GPA calculation.</p>	<p>No changes.</p>
<p>Computing Grade Point Averages</p>	<p>Grade points are computed on the basis of four points for each credit of “A”, three points for each credit of “B”, two points for each credit of “C”, one point for each credit of “D”, and zero points for each credit of “F”.</p> <p>Grades of “P” and “NP” and marks of “SC”, “NSC”, “I”, “W”, “X”, “CIP”, “CIPR”, “R”, and “AUD” are disregarded in the computation of the grade point average.</p> <p>The grade point average is the quotient of the total points divided by the total credits in which “A”, “B”, “C”, “D”, and “F” are received.</p>	<p>Add a NS grade mark for Students who fail to attend classes during the first two weeks of the term.</p> <p>Require Faculty to record NS grade mark by the end of the second week of the term.</p> <p>Remove all references to the X grade mark.</p>

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Grade Changes	<p>If a student feels that there has been a mistake in a grade, the instructor should be contacted immediately.</p> <p>If a grade dispute cannot be resolved with the instructor, the student may follow the student grievance procedure within one year after receiving the grade.</p> <p>Requests for grade changes after one year following receipt of a grade will not be considered unless the instructor who issued the grade agrees to such consideration.</p>	
Withdrawal Policy	<p>Responsibility for withdrawal from a class within the specified withdrawal timelines resides with the student.</p> <p>To have tuition charges removed, students must withdraw from the class within the first two weeks of the term (or equivalent*).</p> <p>If a student withdraws from a class in the first four weeks, the class will not appear on the transcript.</p> <p>A withdrawal in the fifth through the eighth week will show as a "W" on the transcript.</p> <p>Students must withdraw before the end of the eighth week, or a grade mark will be assigned by the instructor.</p>	<p>Eliminate the "invisible" withdrawal period and "invisible" W from the policy by removing the third sentence.</p> <p>Clarify the time period for withdrawal to be after the drop deadline but before the end of the first 80% of the course.</p>

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	<p>Faculty may deny registered students access to a class if they do not attend the first class session or stop attending class anytime through the end of the fourth week.</p> <p>Faculty denial of access will not remove student tuition charges.</p> <p>From the fifth week on, faculty may withdraw a student for lack of attendance.</p> <p>Faculty must indicate the last date of attendance to withdraw a student; that date must be within the first eight weeks of the term, although paperwork may be processed later.</p> <p>A faculty-initiated withdrawal does not result in tuition charges being removed.</p>	<p>Redefine the non-attendance period to the first two weeks of the term.</p> <p>Make Students rather than Faculty responsible for either dropping or withdrawing from courses during the first 80% of the term.</p> <p>Remove the last three sentences.</p>
<p>* Timelines stated here refer to an 11-12 week term-length class.</p> <p>Equivalent deadlines must be substituted for classes offered in shorter formats.</p>		<p>Time periods refer to published drop deadlines for each term, which are different depending on the length of the course in question.</p>
<p>Effective Date: Fall Term 2002</p>		<p>Fall 2009</p>