

Education Program Series—4000

GRADING

The instructor informs students of grading criteria through the course syllabus and other materials distributed or available to the student through print or electronic media.

The instructor maintains documentation of the following: grades and student assignments used as a basis for grading for a minimum of three years from the time the course is offered.

If an instructor terminates employment or goes on an extended leave, these records should be submitted to the supervisor.

The instructional office maintains a copy of course outlines and syllabi for a minimum of three years from the time the course is offered.

Pass/No Pass Course Eligibility

- Each program or discipline determines which courses are eligible for Pass/No Pass grading.
- Students must request a Pass/No Pass grade option from their instructor, and submit a *Pass/No Pass Request Form* to the Enrollment Center by no later than the end of the 4th week of the term (or equivalent in accelerated courses).
- Students who elect P/NP will be treated just like any other student in terms of course requirements.
- The grade of “P” is recorded if the student obtains a “C” equivalent or better in the course.
- A grade of “P” or “NP” does not affect the student’s GPA.
- Course grades of “P” or “NP” cannot be changed except where a course is repeated for a grade.

Incomplete

- Coursework is to be completed within one-term for the “IB, IC, ID, or IF” mark to be changed on a student’s transcript. In circumstances where one-term is not feasible the instructor may set a later deadline for the student as appropriate but no greater than one-year.
- The conditions for completion of work must be stated in writing on an Incomplete Course Contract, signed by the instructor and student. A copy of the contract will be maintained by the instructor, a copy given to the student and the original kept on file with the instructor’s supervisor. The contract is available on the dashboard "forms" tab.
- The Incomplete Course Contract must identify the letter grade the student will earn if the coursework is NOT completed within the agreed upon timeframe.
- If these requirements are met within the timeframe, the instructor changes the student’s grade.
- The student is informed of the grade change through a personal message sent to them on the student’s My Chemeketa account from Enrollment Services.

Education Program Series—4000

Repeating a Course

- A student may not repeat a course for credit if the student has had three attempts in the course at Chemeketa (“W” marks are included in the calculation of the three attempts).
- The student is to confer with their academic advisor before choosing to repeat a course.
- The “R” mark is used on the transcript when a student repeats a course, receives a higher grade on the repeated course, and wishes to have the original grade changed to an “R”.
- Letter grades of B, C, D, F, P, NP are eligible to be replaced with an “R” on the transcript. “W” marks are not eligible to be replaced.
- The original course and repeated course must have been taken at Chemeketa in order for an “R” mark to be requested.
- To change the original lower grade, the student submits an “R” *Student Grade Repeat Request Form* to the Enrollment Center or by using the student registration system.
- If a course is repeated more than once, only one grade can be changed to an “R” mark.
- If a course is repeated and a lower grade is received, both grades will remain on the transcript.
- Courses marked “R” are not reflected in GPA or total credit calculations.

Course Audit

- The student registers as an auditor by submitting an *Audit Request Form* to the Enrollment Center by no later than the end of the 4th week of the term (or equivalent in accelerated courses).
- Full tuition and fees are charged for each audited course.
- Courses marked “X” are not reflected in GPA or total credit calculations
- “X” grades cannot be changed except when the course is repeated for a grade.

Course Withdrawal

- The academic calendar designates the date each term by which a student may withdraw and receive a refund.
- Tuition refunds are given if a student withdraws within the first two weeks of the term (or equivalent with accelerated courses) and the student has no outstanding debts with the college.
- The student withdraws by using the student registration system.
- No mark or grade appears on the student’s transcript for any class dropped by this date.
- The academic calendar designates the date each term by which a student may withdraw without responsibility for a grade.
- A “W” will appear on the student’s transcript for any class dropped after the date designated each term on the academic calendar.
- Courses marked “W” are not reflected in GPA or total credit calculations, however, “W” courses are considered as an attempted course.

Education Program Series—4000

Missing Grades

- The Enrollment Services Department assigns an “M” grade when the instructor has not assigned a grade for a student.
- The “M” grade remains on the student’s academic record until the instructor submits a completed grade change to Enrollment Services.

June 25, 1985

Adopted College Council

April 2, 2003, May 10, 2006; December 3, 2009

Revised

February 21, 2014

Revised Academic Standards