

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.

The instructor posts the course syllabus and maintains a digital gradebook in the college learning management system. All graded assignments, as well as final grades, must be posted in the digital gradebook on a regular basis in order for a student to have easy access to current progress and grades.

The instructor must maintain student grades in alignment with college guidelines and FERPA regulations for confidentiality and security.

If an instructor terminates employment or is no longer available, these records will remain available to the supervisor.

The college maintains a digital copy of course outlines, syllabi, grades and student assignments used as a basis for grading for a minimum of three years from the time the course is offered.

The instructor must post final grades within the college student information system by the college's established deadline.

### *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 4<sup>th</sup> week of the term (or equivalent in accelerated courses).
- Full tuition and fees are charged for each audited course.
- Audited courses are noted on transcript with "X".
- Courses marked "X" are not reflected in GPA or total credit calculations

### *Course Withdrawal*

- The student withdraws by using the student registration system.
- If student drops within the refund period, results in no grade or mark on a transcript, refer to PRO 5130.
- If student drops within the withdrawal period, the deadline for withdrawal is the Friday of the 6<sup>th</sup> week of term or equivalent in accelerated courses, then the following occurs:
  - A "W" mark will appear on the student's transcript after grades have been finalized for the term for any class dropped during the withdrawal period.
  - A "W" mark is not reflected in GPA or total credit calculations, however, is considered as an attempted course.

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*Grade Changes*

- Students may submit a Grade Appeal in accordance with POL 5010
- Instructors may make a grade change for up to one year in the student information system.
- Grade changes after one year must be given special approval due to extenuating circumstances

*Incomplete Grades*

- Incomplete grades (IB, IC, ID, IF) are awarded by the request of the student and at the discretion of the instructor when some essential requirement of the course has not been completed and additional time is granted for completion of coursework.
- The incomplete grade assigned should reflect the letter grade the student will earn if the coursework is NOT completed by the deadline specified in the Incomplete Grade Contract.
- An Incomplete Grade Contract is required when assigning an incomplete grade and must be completed prior to the end of the term.
- Incomplete Grade Contracts are created and maintained through an application in the student information system. The conditions for completion of work must be stated in the Incomplete Grade Contract. A notification is sent to the student's My Chemeketa e-mail once the contract is completed by the instructor.
- The contract default deadline for incomplete work to be submitted is automatically set to the end of the following term, but can be extended for up to one year at the instructor's discretion. Extensions must be made at the time the contract is created. The contract cannot be modified at a later date.
- If the student fulfills the contract requirements and the submitted work results in a different grade than was assigned through the incomplete process, the instructor will need to change the grade using the electronic grade change process.
- An incomplete grade does not entitle a student to satisfy a prerequisite for another course.

*Missing Grades*

- The Enrollment Services Department assigns an “M” to designate a missing grade when the instructor has not assigned a grade for a student by the grade input deadline for each term.
- The “M” mark remains on the student’s academic record until the instructor performs an electronic grade change to the appropriate grade.

*Pass/No Pass (P/NP) 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 4<sup>th</sup>

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- 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.
- A maximum of 8 “P” credits are allowed toward a one-year Certificate. A maximum of 16 “P” credits are allowed toward an Associate Degree.

*Repeating a Course*

- Courses cannot be repeated beyond the maximum allowed number of attempts (generally 3 attempts are allowed). “W” marks are included in the calculation of attempts.
- Students may appeal to register for a subsequent attempt through an academic appeals process based on extenuating circumstances and presentation of a plan to successfully complete the course.
- The student is to confer with their academic advisor before choosing to repeat a course.
- Students may request to replace their original grade with an “R” mark when a course is repeated and a higher grade is earned.
- Letter grades of B, C, D, F, are eligible to be replaced with an “R” on the transcript. “I”, “N”, “NP”, P grades and “M”, “W” or “X” 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.
- Both the original course and repeated course must be equivalent.
- To change the original lower grade, the student submits a *Student Grade Repeat Request Form* to the Enrollment Center, Salem Campus.
- If a course is repeated more than once, only the original 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.

June 25, 1985

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*Adopted College Council*

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

*Revised*

February 21, 2014; February 26, 2016;

April 13, 2018

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*Revised Academic Standards*