



<b>Policy Name:</b>	Grading System					
<b>Section Number:</b>	1.04	<b>Section Title:</b>	Academic Affairs			
<b>Policy Owner:</b>	Chief Academic Officer		<b>Last updated:</b>	February 2020	<b>Reviewed:</b>	March 2020
<b>Status:</b>	Active		<b>Due for Review:</b>	March 2025		

## GRADING SYSTEM

### Grading Basis

Faculty must ensure the course syllabus contains the basis for grading in each class. The explanation should be sufficiently thorough. It is incumbent upon the student to gain an understanding of the grading basis and to track progress during the semester.

Grades are indicated by letters as follows:

- A Superior rating
- B Above-average rating
- C Average rating
- D Below-average rating
- F Failure without privilege of re-examination
- I Incomplete

Each division should follow a uniform grading scale which is approved by the respective dean.

The instructor may change an Incomplete(I) to a letter grade after a student completes the course objectives. Responsibility for completing course objectives lies with the student. Students have six weeks after semester end to work with the instructor and complete course objectives; otherwise, the Incomplete (I) will be recorded as Failure (F) on the student's official grade record.

### Examinations

Instructional faculty in academic programs are required to give regular examinations in each lecture class to include a midterm exam and a comprehensive final exam. Midterm and final examinations must each be worth at least 30% of the total points awarded for the lecture class.

All examinations other than the final exam will be administered during regular class hours. Final examinations are scheduled for the last four days of each semester. The Office of Instructional Affairs will determine the schedule for final examinations. Any deviation from the published final examination schedule must be pre-approved by the Office of Instructional Affairs.

With the exception of online courses, final examinations should be in written or printable form to ensure that a defensible record of each student's performance on the exam exists should it be challenged, or even referred to a court of law.

Instructors are required to keep final examinations on file for one semester following administration of the examination in case any question arises concerning grades. After this time final examinations may be discarded provided care is taken to dispose of the documents in a manner that protects the student's right to privacy.

In the event a student is absent from an examination because of illness or other approved reason, a deferred examination will be given. If there is no approved reason for the student's absence, the instructor is not obliged to give a deferred examination.

Students must be informed clearly and periodically of their progress and grade to date. Academic status shall be kept up to date throughout the semester in Canvas to ensure students can evaluate their standing in real time. Proctoring of all examinations by instructional faculty or full-time administrative staff is required. Proctors are to reduce opportunities for deception on examinations and other graded classroom or laboratory exercises by continual alertness and application of best practices.

In the event a student is absent from a final examination because of illness or other approved reasons, a deferred examination may be given.

### **Semester Reports**

Final grades shall be submitted each semester in accordance with the date and time established by the Office of Instructional Affairs. Faculty members are required to give the grading of final examinations top priority over any personal affairs in order that other college department may receive final grades as quickly as possible and complete the business of the college at the end of each semester. Late submission of final grades may result in administrative action.

### **Grade Changes**

Instructor's grades, once finalized in the system, are generally permanent and are not subject to change except in case of error. Should a grade change be necessary, the instructor shall complete the necessary "Grade Change Request" form and submit it to the Office of Instructional Affairs for final approval. The instructor may submit a grade change in the event of error through PeopleSoft system. The form must be signed by the appropriate Dean.