

GRADING SYSTEM**POLICY**

Faculty within Ridgewater College have the option of awarding grades with a plus (+) or minus (-) designation, except for A+. Faculty teaching courses have the authority and responsibility to calculate and assign final grades in the courses they teach.

The following grading system is used at Ridgewater College to report academic achievement and to compute the student's grade point average.

Grading Symbol	Grade Points	Grade Point Value Calculation
A	4.00	4 x # of course credits
A-	3.67	3.67 x # of course credits
B+	3.33	3.33 x # of course credits
B	3.00	3 x # of course credits
B-	2.67	2.67 x # of course credits
C+	2.33	2.33 x # of course credits
C	2.00	2 x # of course credits
C-	1.67	1.67 x # of course credits
D+	1.33	1.33 x # of course credits
D	1.00	1 x # of course credits
D-	0.67	0.67 x # of course credits
F (Failure)	0.00	0 x # of course credits
I (Incomplete)	0.00	0 x # of course credits
NC (Available only to courses in which the P-NC grading option is assigned and the student did not pass the course.)	No grade point value earned.	None
P (Available only to courses in which the P-NC grading option is assigned and the student attained a C- or higher level of performance.)	Earned credit but no grade point value.	None

Other Transcript Symbols	Grade Points	Grade Point Value Calculation
AU (Audit - no credit earned)	No grade assigned or grade point value.	None
FN (Failure for non-attendance)	No credit earned.	None
IP (In Progress – entered by Records Office for courses still in progress at end of current semester)	No grade assigned at this time.	None
W (Withdrawal)	No credit earned.	None
Z (Course registered for current semester)	No grade assigned at this time.	None

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Definitions/Conditions/Procedures:

Academic Dishonesty: Students found to be guilty of academic dishonesty may be referred to the college's [Student Code of Conduct](#) for discipline and may also receive the penalty of a reduced or failing grade. A student may not avoid such penalty for academic dishonesty by withdrawing from such a course.

Audit: Students auditing courses are required to pay the regular tuition and fees but are not required to take tests or complete assignments. This is an option for students who wish to obtain the information presented but who do not wish to earn credit. (No credit is awarded for audited courses.) Students wishing to audit a course must declare this at the time of registration. Students wishing to audit a course may enroll on a space-available basis. Financial aid is not awarded for an audited course. A student does not need to be admitted to the college to audit a course.

Credit: The unit by which academic work is measured.

Completed Credits: Completed credits include A through F, and P. They do not include "I" (incomplete), "W" (withdraw), "AU" (audit), "FN" (failure for non-attendance), "NC" (no credit), or drops (classes dropped during the drop/add period each term).

Cumulative Credits (Cumulative attempted CUMATT on transcript): Cumulative credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and transfer credits.

Developmental Credits: Credits awarded for course work with a course prefix below 100. Student may receive financial aid for developmental credits up to a maximum of 30 semester credits. Developmental courses do not count toward graduation.

Earned Credits: Earned credits are successfully completed credits that count toward the required percentage of completion. Earned credits include only A through D-, and P.

Grade Appeal: If a student disputes the grade he/she has received in a particular course, the first recourse is to meet with the instructor to discuss their concerns about the grade. If no resolution can be met, the student shall refer to the college's [Grade Appeal Policy](#).

Grade Changes: Occasionally, instructors must change the original grade they recorded on their final grade list. To do this, the instructor must complete a grade change request in faculty eServices. Once the instructor has electronically submitted the grade change, the Registrar's Office is notified and the grade change will be posted. Under exceptional circumstances, a student may be placed directly on academic probation or suspension if retroactive grade changes lower the cumulative or prior semester grade point averages. The grade change might also result in the student being removed from academic probation or suspension.

Grade Points: A letter grade is assigned at the end of each term for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade.

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Grade Point Total: Grade point total is the sum of all grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

Grade Point Average: Grade point average (GPA) is the student's grade point total divided by the grade point credit total. Each grade report shows the student's GPA for the term and cumulative GPA since admission. An "FN," "I," "P," "NC," "IP" or "W" does not carry a grade point value and, as such, is not calculated in the GPA. "FN," "I," "P," "NC" and "W" credits do not count toward total grade point credits. "IP" does not count toward total grade point credits in the calculation of satisfactory academic progress.

Last Date of Attendance: This portion of the policy is to conform with federal and state regulations in administering Federal and State financial aid programs. Instructors must provide a last date of attendance for students who never established attendance, who stop attending the course during the semester, or receive an F grade for the semester.

Definition of Last Date of Attendance (the date used for LDA would be the latest date that meets one of these three conditions):

- The last day the student attended class in courses in which attendance is taken by the instructor;
- The last day on which a student submitted an assignment, quiz, test or other academically-related activity;
- The last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken.

Faculty should report students last date of attendance as soon as they are reasonably certain that the student is no longer attending.

Last Dates of Attendance are entered through faculty eServices. It is expected that faculty will enter a date into this field for students who have quit attending or mark the check box for students who have never attended but have not withdrawn from their class. A grading symbol of "F" will automatically be entered for any student for which a last date of attendance is entered. Faculty have the option during the first three weeks of any course to email the Registrar to have the "F" changed to an "FN." If a faculty member needs to make a change once they have submitted the information, he/she needs to contact the Registrar to override the system.

Students will be allowed to submit an official withdrawal from the course if doing so falls within the withdrawal deadline. The Registrar's Office will then change the "F" or "FN" to a "W". For courses where faculty have reported the student as never attending or entered an LDA, the last date of attendance shall not be changed.

Incomplete: The mark "I" (incomplete) is a temporary grade that is assigned only in exceptional circumstances. A student may request a grade of "I" when coursework has been satisfactory and the majority of coursework has been completed, but the student is unable to complete all course requirements before the end of the semester. The "Incomplete Grade Request Form" must be signed by the instructor and submitted to the Registrar's Office by the end of the course. Coursework must be completed and a

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grade submitted to the Registrar's Office by a mutually agreed-upon date, not to exceed the end of the following term (fall, spring and summer terms included). An exception can be made when the incomplete is from spring term and the course is not taught during the summer term. In this case, the incomplete can be extended to fall term. A grade of "F" will be recorded if this deadline is not met if a new timeline is indicated on the form.

Pass – No Credit Grading Option: This is an instructor-assigned grading option which needs to be selected prior to the course being posted to the official college schedule. A student who attains a "C-" or higher level of performance will receive a "P" on their transcript. A student who attains a level of performance lower than a "C-" will receive an "NC" on their transcript.

Registered Credits: The total number of credits for which a student is officially enrolled at the end of the drop/add period each term.

Repeating Courses: A course may be repeated for an improved grade. Only the higher grade will be counted toward graduation and in the computation of the overall grade point average. An "R" will be entered on the transcript next to the initial grade to indicate the course was repeated. The maximum number of credits that may be repeated is 18. A student may repeat a course no more than two times.

If a student wishes to satisfactorily repeat or complete a course for which he/she previously earned an "F" or "NC," the student must register for the course again.

Transfer Credits: Credits that are accepted by the college from another educational institution. Accepted transfer credits are not included in the calculation of GPA, or the calculation of the 66.67 percent completion rule. (Transfer credits are included in the completion rate calculation in ISRS.) Transfer credits are not officially evaluated until a student is accepted to the college and the college has received an official transcript directly from the other institution.

Withdrawing From a Single Course: After the drop period of a term has elapsed, a student has the right to withdraw from a course through the online eService's process. The final date for official course withdrawal shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed. Withdrawal dates for each course can be viewed in the online course schedule.

Beginning with the sixth (6) business day of the semester, there will be no refund for withdrawals from individual courses. Refunds will only be given for total withdrawals (i.e., withdrawing from all courses) according to the refund schedule.

Note: Although the student has the right to withdraw, it is the College's expectation that a student desiring to do so will discuss course withdrawal with the relevant instructor(s) prior to withdrawing. At the discretion of the instructor, a student may forfeit the right to withdraw from any course in which the student has received a failing grade due to academic dishonesty. A student may not withdraw from any course that is completed or for which an earned grade has been assigned by the instructor.

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After the withdrawal period has elapsed, a student with documented extenuating circumstances must have his/her withdrawal approved by the instructor and the appropriate Instructional Dean. The supporting documentation should be forwarded with the late withdrawal request to be included in the student's file. This can be done by submitting a Grade Change Form or via email from a Ridgewater College email account.

Total Withdrawal From All Courses: To withdraw completely from college, the student must complete the required forms in the Student Services office, as long as the withdrawal period for any of the student's courses has not elapsed. A student may not withdraw from any course which is completed or for which an earned grade has been assigned by the instructor. If the student leaves without going through the proper procedures, they may receive an "F" grade for that course(s).

History:

05.12.06 Adopted

08.13.07 Revised

05.13.10 Revised

08.13.15 Proposed

11.16.15 Revised

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