

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)	No grade assigned at this time.	None
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

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Other Transcript Symbols	Grade Points	Grade Point Value Calculation
AU (Audit - no credit earned)	No grade assigned or grade point value.	None
FW (Failure due to unofficial withdrawal)	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

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13 **Academic Dishonesty:** Students found to be guilty of academic dishonesty may be referred to the
14 college's [Student Code of Conduct](#) for discipline and may also receive the penalty of a reduced or failing
15 grade. A student may not avoid such penalty for academic dishonesty by withdrawing from such a course.
16

17 **Audit:** Students auditing courses are required to pay the regular tuition and fees but are not required to
18 take tests or complete assignments. A senior citizen who wishes to take a class, but not receive credit,
19 may audit a credit-based course at no charge. This is an option for students who wish to obtain the
20 information presented but who do not wish to earn credit. (No credit is awarded for audited courses.)
21 Students wishing to audit a course must declare this at the time of registration. Students wishing to audit a
22 course may enroll on a space-available basis. Financial aid is not awarded for an audited course. A
23 student does not need to be admitted to the college to audit a course.
24

25 **Credit:** The unit by which academic work is measured.
26

27 **Completed Credits:** Completed credits include A through F, and P. They do not include "I" (incomplete),
28 "W" (withdraw), "AU" (audit), "FW" (failure due to unofficial withdrawal), "NC" (no credit), or drops (classes
29 dropped during the drop/add period each term).
30

31 **Cumulative Credits (Cumulative attempted CUMATT on transcript):** Cumulative credits are the total
32 number of credits registered for all terms of enrollment at the college, including summer terms and transfer
33 credits.
34

35 **Developmental Credits:** Credits awarded for course work with a course prefix below 100. Student may
36 receive financial aid for developmental credits up to a maximum of 30 semester credits. Developmental
37 courses do not count toward graduation.
38

39 **Earned Credits:** Earned credits are successfully completed credits that count toward the required
40 percentage of completion. Earned credits include only A through D-, and P.
41

42 **Grade Appeal:** If a student disputes the grade they have received in a particular course, the first recourse
43 is to meet with the instructor to discuss their concerns about the grade. If no resolution can be met, the
44 student shall refer to the college's [Grade Appeal Policy](#).
45

46 **Grade Changes:** Occasionally, instructors must change the original grade they recorded on their final
47 grade list. To do this, the instructor must complete a grade change request in faculty eServices. Once the
48 instructor has electronically submitted the grade change, the Registrar's Office is notified and the grade
49 change will be posted. Under exceptional circumstances, a student may be placed directly on academic
50 probation or suspension if retroactive grade changes lower the cumulative or prior semester grade point
51 averages. The grade change might also result in the student being removed from academic probation or
52 suspension.
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54 **Grade Points:** A letter grade is assigned at the end of each term for each course in which the student is
55 enrolled. A grade point value for each credit in the course is assigned to each letter grade.

56
57 **Grade Point Total:** Grade point total is the sum of all grade points earned as determined by multiplying
58 the grade point value of the grade by the number of course credits.

59
60 **Grade Point Average:** Grade point average (GPA) is the student's grade point total divided by the grade
61 point credit total. Each grade report shows the student's GPA for the term and cumulative GPA since
62 admission. An "FW," "I," "P," "NC," "IP" or "W" does not carry a grade point value and, as such, is not
63 calculated in the GPA. "FW," "I," "P," "NC" and "W" credits do not count toward total grade point credits.
64 "IP" does not count toward total grade point credits in the calculation of satisfactory academic progress.

65
66 **Last Date of Attendance:** This portion of the policy is to conform with federal and state regulations in
67 administering Federal and State financial aid programs. Instructors must provide a last date of attendance
68 for students who never established attendance, who stop attending the course during the semester, or
69 receive an F grade for the semester.

70
71 Definition of Last Date of Attendance (the date used for LDA would be the latest date that meets one of
72 these three conditions):

- 73
- 74 • The last day the student attended class in courses in which attendance is taken by the instructor;
 - 75 • The last day on which a student submitted an assignment, quiz, test or other academically-related
76 activity;
 - 77 • The last day on which a student actively participated in a group or online activity in classes in which
78 attendance is not regularly taken.
- 79

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

82
83 Last Dates of Attendance are entered through faculty eServices. It is expected that faculty will enter a date
84 into this field for students who have quit attending or mark the check box for students who have never
85 attended but have not withdrawn from their class. A grading symbol of "FW" will automatically be entered
86 for any student for which a last date of attendance is entered. If a faculty member needs to make a change
87 once they have submitted the information, he/she needs to contact the Registrar to override the system.

88
89 Students will be allowed to submit an official withdrawal from the course if doing so falls within the
90 withdrawal deadline. This process will then change the "FW" to a "W". For courses where faculty have
91 reported the student as never attending or entered an LDA, the last date of attendance shall not be
92 changed.

93
94 **Incomplete:** The mark "I" (incomplete) is a temporary grade that is assigned only in exceptional
95 circumstances. A student may request a grade of "I" when coursework has been satisfactory and the
96 majority of coursework has been completed, but the student is unable to complete all course requirements
97 before the end of the semester. The "Incomplete Grade Request" form must be submitted online by the

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98 student and approved by the instructor by the end of the course. Coursework must be completed, and a
99 grade submitted online by the instructor by a mutually agreed-upon date, not to exceed the end of the
100 following term (fall, spring and summer terms included). An exception can be made when the incomplete is
101 from spring term and the course is not taught during the summer term. In this case, the incomplete can be
102 extended to fall term. A grade of "F" will be recorded if this deadline is not met.

103
104 **Pass – No Credit Grading Option:** This is an instructor-assigned grading option which needs to be
105 selected prior to the course being posted to the official college schedule. A student who attains a "C-" or
106 higher level of performance will receive a "P" on their transcript. A student who attains a level of
107 performance lower than a "C-" will receive an "NC" on their transcript.

108
109 **Registered Credits:** The total number of credits for which a student is officially enrolled at the end of the
110 drop/add period each term.

111
112 **Repeating Courses:** A course may be repeated for an improved grade. Only the higher grade will be
113 counted toward graduation and in the computation of the overall grade point average. An "R" will be
114 entered on the transcript next to the initial grade to indicate the course was repeated. The maximum
115 number of credits that may be repeated is 18. A student may repeat a course no more than two times.

116
117 If a student wishes to satisfactorily repeat or complete a course for which he/she previously earned an "F"
118 or "NC," the student must register for the course again.

119
120 **Transfer Credits:** Credits that are accepted by the college from another educational institution. Accepted
121 transfer credits are not included in the calculation of GPA. Transfer credits are included in the completion
122 rate calculation in the student information system. Credits transferred in from a prior institution may not be
123 required in the program the student is in at Ridgewater. Due to this, they are not included in the calculation
124 for financial aid max time frame calculation. Transfer credits are not officially evaluated until a student is
125 accepted to the college and the college has received an official transcript directly from the other institution.

126
127 **Withdrawing From a Single Course:** After the drop period of a term has elapsed, a student has the right
128 to withdraw from a course through the online eService's process. The final date for official course
129 withdrawal shall be the date on which eighty percent (80%) of the days in the academic semester have
130 elapsed. For courses not on a standard academic semester schedule, the final date for official course
131 withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the
132 course have elapsed. Withdrawal dates for each course can be viewed in the online course schedule.

133
134 When a student withdraws from a co-requisite course, the system automatically does the same action for
135 the other course. A student cannot be enrolled in one without also being enrolled in the other.

136
137 Beginning with the sixth (6) business day of the semester, there will be no refund for withdrawals from
138 individual courses. Refunds will only be given for total withdrawals (i.e., withdrawing from all courses)
139 according to the refund schedule.

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141 *Note: Although the student has the right to withdraw, it is the College's expectation that a student desiring*
 142 *to do so will discuss course withdrawal with the relevant instructor(s) prior to withdrawing. At the discretion*
 143 *of the instructor, a student may forfeit the right to withdraw from any course in which the student has*
 144 *received a failing grade due to academic dishonesty. A student may not withdraw from any course that is*
 145 *completed or for which an earned grade has been assigned by the instructor.*
 146

147 After the withdrawal period has elapsed, a student with documented extenuating circumstances must have
 148 their withdrawal approved by the instructor and the appropriate Instructional Dean. The supporting
 149 documentation should be forwarded via email from a Ridgewater College email account with the late
 150 withdrawal request to be included in the student's file.
 151

152 **Total Withdrawal from All Courses:** To withdraw completely from college, the student must complete the
 153 required forms in the Student Services office, as long as the withdrawal period for any of the student's
 154 courses has not elapsed. A student may not withdraw from any course which is completed or for which an
 155 earned grade has been assigned by the instructor. If the student leaves without going through the proper
 156 procedures, they may receive an "F" grade for that course(s).
 157

Grading of Co-Requisite Courses:

- 158 • The college-level course and the co-requisite course are two, separate courses. It is possible to
 159 pass one and not the other.
- 160 • Students who pass the developmental course, but not the college-level, fulfill the pre-requisite
 161 requirement for the college-level course and can retake it without taking the developmental course.
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166 *History:*167 *05.12.06 Adopted; 08.13.2007 Revised*168 *05.13.10 Revised*169 *08.13.15 Proposed; 11.16.2015 Revised*170 *12.02.16 Proposed; 02.16.2017 Revised*171 *06.22.20 Proposed; 07.20.2020 Revised*172 *12.21.20 Proposed - Reviewed and Revised for Equity Compliance; Revised 04.20.2021*173 *02.20.24 Proposed; 06.10.2024 Revised*174 *11.22.24 Updated; Line 9, Incomplete Section*