

GRADING

I. Policy Section

7.0 Instructional Materials and Methods

II. Policy Subsection

7.10 Grading Procedures

III. Policy Statement

The college must have a student grading system to effectively record and rate students' classroom, lab and other learning. This policy outlines the grades faculty will issue for student work and the process for students to grieve their grade if needed.

IV. Reason for Policy

Student grading is essential for the transfer of student work to other institutions and to inform students on how they performed in their class(s).

V. Entities Affected by This Policy

Students, Faculty and Staff

VI. Who Should Read This Policy

All College Staff

VII. Related Documents

GRCC Catalog
Academic Governing Council Issue Papers

VIII. Contacts

Student Records
Deans
Provost

IX. Definitions

Grades & Honor Values

<u>GRADE</u>	<u>HONOR POINT VALUE</u>	<u>GRADE</u>	<u>HONOR POINT VALUE</u>
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	E	0.00

I-Incomplete

V-Audit

W-Student Initiated Drop

WP-Withdraw-Passing

WF-Withdraw-Failing

NS-No Show – never attended a class or never participated in an online course

X. Procedures

▪ Grade Point Average (GPA) Calculation

The number of credit hours granted for a grade of “E” or higher is indicated in the description for each course. Each hour of credit is valued in honor points according to the grade received. I, W, WP, WF, and NS grades are not included in the grade point average calculations.

To determine grade point average, multiply the number of honor points of each grade received by the number of hours of credit for that course, then divide the total number of honor points by the total number of credit hours earned.

Students are advised that many colleges and universities compute grade point average differently. Upon transfer to one of these institutions, the student’s grade point average might be recomputed and thus be lower than the GRCC grade point average.

Students are reminded that a 2.0 grade point average is required for graduation from Grand Rapids Community College.

No grade can be changed other than the “I” grade after the end of the semester during which the grade was earned unless an error occurred.

▪ Audit (V Grade)

Students may choose to receive a grade of “audit” (V) for classes in which they enroll. Students may audit a class for enjoyment, for personal exploration, for gaining insight into a new subject, or for other reasons. **Audit status does not count toward full-time enrollment.** The course will appear on the student’s transcript.

Students pay full tuition for classes they audit and are expected to participate in all class activities. However, they are not compelled to take tests or examinations or to write term papers, but they may do so voluntarily.

Students must declare their audit status to their instructors during the first 25% of the class. Credit status may not be changed to audit status after this time limitation. Students may make arrangements on an individual basis with their instructors to change from audit to credit status. If they expect to do so, they must take all tests and examinations and write all assigned papers.

▪ Withdrawal Process (W, WP, WF, or NS Grade)

Students may drop a class and receive a “W” until the date of 70% of class completion, as noted on the instructor’s class roster. Students must initiate all drops, using “eGRCC” or in person at the Enrollment Center.

Instructors may assign a NS grade after 10% of class completion or assign WP or WF grades after 70% of class completion. Instructors may not assign a “W” as a grade. Students will not be able to initiate a drop (W) and receive a “W” during the final 30% of the class; they will receive, based upon graded and missed work, the grade they have earned (A, B, C, D, E, WP, WF, NS). There is no penalty to the student receiving a WP, WF, or NS in the Grand Rapids Community College grading system. Transfer institutions may have policies governing the impact of W, WP, WF, or NS grades at their institutions.

▪ Incomplete Grades (I Grade)

A student may request an “I” (Incomplete) from an instructor. The “I” will be assigned only when the student: (a) has completed at least 90% of the class but is unable to complete the class work and/or take the final examination because of extraordinarily unusual or unforeseen circumstances or other compelling reasons; and (b) has done satisfactory work in the course; and (c) in the instructor’s judgment, can complete the required work without repeating the course.

1. If the proceeding conditions are met, the instructor electing to give an “I” will complete an Incomplete Grade Form at the time course grades are due. This form will indicate actions the student will undertake to finish the course, when those actions will take place, and the grade to be given (A, B, C, D, E) should the work not be completed. Both the student and instructor will sign the form. Copies will be provided to the Registrar, the student, and the instructor. If an instructor does not submit an Incomplete Grade Form or complete a grade, the “I” will default to a grade of “E” one year from the end date of the class.
2. All incomplete course work will be finished by the date indicated on the Incomplete Grade Form, but not to exceed one calendar year.
3. If the student is not satisfied with the decision of the instructor, or in the event of further unforeseen, extreme or unusual circumstances, a written appeal for an extension can be made to the Dean or Associate Dean of the School.

▪ Grade Reports

Grade reports are available to the student at the end of each semester and at the end of the Summer session and are accessible through the Web site:

www.grcc.edu.

▪ Grade Grievance Process

This process is to be used only for disputes regarding final grades. A student who perceives an individual grade received during a course to be unfair must resolve the matter informally with his or her instructor. Only when an individual grade has impacted a student's final grade, or when a student perceives a final grade to be otherwise unfair, may the student invoke the formal grievance process noted below.

Informal Process

Step 1: The student shall contact the instructor within **15 school days**** after the posting of a perceived unfair final grade to try to resolve the matter informally.

Step 2: If the grade dispute is not resolved at Step 1, the student has **5 school days** to contact the appropriate Department Head or Program Director to try to reach a resolution that is mutually agreeable to the student and instructor. A written description of the grievance may be requested by the Department Head or Program Director.

Formal Process

Step 3: If the issue is not resolved at Step 2, the student has **5 school days** to initiate the Formal Grade Grievance Process by completing a Grade Appeal Form and delivering it to the Associate Dean of the academic department responsible for the course. (Grade Appeal Forms are available in all Associate Deans' offices and on the College website under "Current Students.")

The Associate Dean has **15 school days** from receipt of the Grade Appeal Form to discuss the situation with the student and instructor, and, if necessary, Department Head/Program Director, and make a written decision to:

- 1) deny the request for a change of grade, *or*
- 2) move forward with the Formal Grade Grievance Process by convening the Academic Governing Council (AGC) Grade Appeal Hearing Committee.

The Associate Dean may deny a request for a change of grade and decline to refer the grievance to the AGC Grade Appeal Hearing Committee in the following instances:

- 1) When the instructor has followed the guidelines set forth in his or her syllabus.
- 2) When the instructor has followed College policies and procedures that would impact the student's grade.
- 3) When the student provides no evidence that he or she was treated in a partial or otherwise unfair manner.
- 4) When the student provides no evidence that a grade was miscalculated.
- 5) Other cases may exist in which an Associate Dean may deny a grade change request.

Written notification of the Associate Dean's decision and rationale will be sent to the student (via first-class mail), instructor, and appropriate Department Head/Program Director.

The Associate Dean's decision at this stage is final and binding. However, cases in which a student's final grade results in expulsion from a program progress from the Associate Dean to the AGC Grade Appeal Hearing Committee, if the student so requests and if the student has followed all the steps of the Informal Process.*

Step 4: If the Associate Dean's decision is to convene the AGC Grade Appeal Hearing Committee, its Chair shall do so within **10 school days**.

The Grade Appeal Hearing Committee shall be a standing committee of the Academic Governing Council. The Committee shall be comprised of 5 members and shall include 3 faculty members, 1 academic administrator, and 1 student. The Chair of the Hearing Committee shall be an appointed faculty member. The student shall be a member of the Student Congress. In a case where any member of the AGC Grade Appeal Hearing Committee (faculty member, student, or administrator) is involved in the grade dispute at hand or is otherwise unavailable, an appropriate substitute member will be appointed by the AGC Executive Board to the Committee for that case. The Educational Support Professional working with the academic administrator serving on the Hearing Committee shall serve as Recording Secretary (a non-voting position) for the Committee. Hearings also will be audio-recorded. Hearings are not open to the public.

Both the student and the instructor shall be invited to attend the Hearing Committee. If either the student or the instructor fails to appear before the Hearing Committee, a decision will be made based upon the information that is presented at the Hearing and evidence already submitted during the grievance process.

The Hearing Committee will present its written decision to the student (via first-class mail), instructor, and appropriate Assistant Dean within **5 school days** of the hearing.

If the Hearing Committee finds in favor of the student, it shall ask the instructor and, if necessary, the appropriate Associate Dean to submit a Change of Grade Form to the Registrar's Office within **5 school days** of the written notification.

The decision of the AGC Grade Appeal Hearing Committee is final and binding.

***For Students in Health Programs:** When the appeal involves a grade awarded or an expulsion from the component of a health course or program (Nursing, Dental, Radiologic Technology, and Occupational Therapy Assistant), the student will follow that program's specific grade grievance process. The Student Handbook for each program contains the grade grievance process and can be found on Blackboard.

***School days are Mondays through Fridays, while classes are in session.*

- XI. Forms
Grade Change Forms (obtained at Student Records)
Incomplete Grade Form
- XII. Effective Date
December, 2006
- XIII. Policy History
- Revised—December, 2007
 - Revised & Adopted: section 7.0 subsection 7.3 (Grading, Key to Transcript & Academic Grievance Produced Student)—December, 2006
 - Adopted—1991
- XIV. Policy Review/Revision Date
Provost Office to review this policy in December, 2008