**ISP 280**

**Grading**

**PURPOSE**

Establishes the grades, with appropriate procedures, that may be given to students.

**SUMMARY**

Clackamas Community College will give the following letter grades that carry the indicated grade points as outlined by the standard below:

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| --- | --- | --- |
| **LETTER GRADE** | **GRADE POINTS** | **Last Date of Academically Related Activity**  |
| A excellent | 4 |  --  |
| B good | 3 |  --  |
| C average | 2 | --  |
| D below average | 1 | --  |
| F failure | 0 | Required |
| P pass | -- | --  |
| N no pass  | -- | Required |
| X audit | -- | --  |
| I incomplete | -- | --  |
| Y never attended | -- | -- |
| W withdrawal | -- | Required |
| UG unreported | -- | --  |

**STANDARD**

1. Explanation & Policy of Grade Options
	1. Pass/No Pass
		1. A Pass grade means that the student has satisfactorily completed the course and would have received a C or better had grades been assigned.
		2. A No Pass grade means that the student has not satisfactorily completed the course. Some courses are offered only on a Pass/No Pass basis. In other courses students must initiate a change with the Registration and Records office by the end of the sixth week of the course.
		3. A list of courses which may not be taken on a Pass/No Pass basis will be maintained by the Curriculum Office. (See ISP280A Department Grading Methods)
	2. Incomplete
		1. An instructor may choose to give an incomplete when a student’s work has been satisfactory but the student has a small but essential amount of work to make up, e.g., one exam, a paper, or other assignment.
		2. An incomplete can only be initiated with instructor approval and in consultation with the student.
		3. The instructor will determine the timeline within which the student must complete the outstanding work, with a maximum of one calendar year.

NOTE: Also refer to ISP391 Credit for Variable Credit Classes

* 1. Audit
		1. An audit carries no credit and does not count toward full-time student status.
		2. Registration and tuition & fees, for auditing students are the same as for credit students.
		3. Students may change from credit to audit or from audit to credit by submitting a Notification of Change for Grade Option form to the Registration and Records office before the end of the sixth week.
		4. Consent of instructor is required on subsequent registration for audit of same course.
	2. Never Attended
		1. If a student never attends class but remains registered past the sixth week of the term, the student will receive a never attended grade (Y) from the instructor at the end of the term.
	3. Withdraw
		1. A registered student may withdraw from a course during the add/drop timeframe (first two weeks) and will not receive a grade.
		2. A registered student may withdraw themselves during weeks 3-8 of the term and will receive a withdrawal (W) grade.
		3. After the eight week of the term a registered student may withdraw but a grade of A-F or P/N is required.
		4. For classes lasting less than a full-term, seventy percent completion of contact hours is the equivalent of the sixth week.

NOTE: Also refer to ISP191 Administrative Withdrawal and ARC 402 Active Military Deployment policies.

f. Unreported Grades

1. An unreported grade will be issued only out of the Registration and Records office when the instructor has not submitted grades by the grade deadline.

3. Last date of academically related activity

In order to remain compliant with federal Financial Aid regulations (Unofficial Withdrawal Requirement (34 CFR 668.22 (j) (2)) governing the disbursement of federal financial aid, the campus is required to gather last date of academic activity information for a specific population of students. For the following grade options N, W or letter grade of F, instructor will record the students last day of academically related activity in compliance with Title IV Federal Financial Aid requirements.

**REVIEW HISTORY**

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| --- | --- | --- |
| ISP Committee | Updated Format | August 3, 2016 |
| College Council | Reviewed | February 20, 2015 |
| College Council | Reviewed | June 7, 2013 |
| College Council | Reviewed | March 18, 2011 |
| College Council | Reviewed | May 7, 2004 |
| Instructional Council | Adopted | June 24, 1997 |