

SUBJECT: **Grading**

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

REGULATION: Clackamas Community College will give the following letter grades that carry the indicated grade points:

LETTER GRADE	GRADE POINTS/HOUR
A excellent	4
B good	3
C average	2
D below average	1
F failure	0
P pass	--
N no pass	--
X audit	--
I incomplete	--
Y never attended	--
W withdrawal	--
UG unreported	--

CONDITIONS:

1. Change of Recorded Grade
 - a. An instructor may initiate a change of grade from the above list to any other grade on the above list (except UG) **up to** one calendar year.
 - b. If an incomplete (I) is submitted, the instructor will also indicate what grade **(A-F or P/NP)** the student will earn if no further work is completed. If an incomplete is not changed within one calendar year from the time it is received, it will automatically convert to the grade indicated at the time the incomplete (I) was submitted.
 - c. Extensions to the one-year deadline must be approved by the appropriate Dean.

2. Explanation & Policy of Grade Options
 - a. 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 Appendix C.)
 - b. 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 the Variable Credit Standard.

c. 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.

d. 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.

e. Withdraw

1. A registered student may withdraw from a course during the term without responsibility for a grade by the end of the sixth week of the term. After the sixth week of the term if the student has attended, the instructor will determine whether the student may receive a withdrawal (W) or be held responsible for a grade.
2. 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 the Administrative Withdrawal standard.

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.

APPROVALS:

Instructional Council
College Council
College Council
College Council
College Council

June 24, 1997
May 7, 2004
March 18, 2011
June 7, 2013