

<b>Administrative Policy:</b> 4230	Academic Integrity	<b>Policy Number:</b>	4230
<b>Applicable regulations - Federal/State/Board/College</b>			
<b>Accountable Administrator:</b>	Registrar	<b>Position responsible for updates:</b>	Registrar
<b>Original Date:</b>	2017-2018	<b>Executive Team approval date:</b>	4-1-25
<b>Date Posted on Web:</b>	4-2-25	<b>Revised:</b>	4-1-25
		<b>Reviewed:</b>	4-1-25

## AP 4230 Grading and Academic Record Symbols

### References:

NWCCU Standard 2.G.2

### TRADITIONAL GRADING SYSTEM

#### Evaluative symbols and GPA points:

A	Superior	4
B	Above Average	3
C	Average	2
D	Substandard but receiving credit	1
F	Failing	0
P	Acceptable Performance (C or better work)	No points in GPA
NP	Unacceptable Performance	No points in GPA

Letter grades A-F are assigned points that calculate into the student's Grade point average (GPA). Student's GPA is calculated by dividing the total amount of grade points earned by the total number of credit hours attempted.

Pass (P) or No Pass (NP) grades are used for most academic success classes. A "P" grade indicates the student has earned a "C" or better. Pass/No Pass (P/NP) grades are not factored into the student's GPA. (See AP 4232.)

#### Non-Evaluative symbols:

AU - Audit  
I – Incomplete  
NG – No Grade  
W – Withdrawal

## GRADE ASSIGNMENT

Instructors may use only the grades of A, B, C, D, F, and the marks of I (for incompletes). P, NP (for approved courses), and AU (for audits) may be used with instructor approval and the Registrar's authorization.

## GRADE DEFINITIONS

### **A (Superior)**

- 1) Honor grade indicating excellence.
- 2) Earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance.
- 3) Probable success in a field relating to the subject or probable continued success in sequential courses.

### **B (Above average)**

- 1) Honor grade indicating competence.
- 2) Earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance.
- 3) Probable success in a field relating to the subject or probable continued success in sequential courses.

### **C (Average)**

- 1) Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance.
- 2) Sufficient evidence of ability to warrant entering sequential courses.

### **D (Substandard but receiving credit)**

- 1) Substandard grade indicating the student has met only minimum requirements as outlined by the instructor in the course handout.
- 2) Earned as a result of some or all of the following: low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; irregular attendance; insufficient evidence of ability to make advisable the enrollment in sequential courses.
- 3) Does not satisfy requirements for entry into courses where prerequisites are specified.
- 4) Though credit is granted, the course may not meet grade requirements for admission to limited entry programs or be eligible to be applied to certificate or degree requirements.

## **F (Failing)**

- 1) Non-passing grade indicating failure to meet minimum requirements as defined by the instructor in the course handout earned because of some or all of the following: non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills; and repeated absence from class.
- 2) Does not satisfy requirements for entry into courses where prerequisites are specified.
- 3) Faculty must record the last date attended for students that earn an F.

## **Pass (P)** (see AP 4232)

- 1) Acceptable performance.
- 2) A grade of P represents satisfactory achievement which would have been graded C or better under the traditional grading system.
- 3) The P grade is disregarded in the computation of the OCCC grade point average. The grade does count in calculating pace, or completion rate.
- 4) If not the default grade mode, the student must submit a P/NP grade option request to the registrar by the official withdraw (W grade) deadline.

## **No Pass (NP)** (see AP 4232)

- 1) Unacceptable performance.
- 2) A grade of NP represents unsatisfactory achievement which would have been graded D or lower under the traditional grading system.
- 3) The NP grade is disregarded in the computation of the grade point average. The grade does count in calculating pace, or completion rate.

## **Incomplete (I)**

At the time final course grades are recorded, the instructor may, with the consent of the student, grant an "I" grade which allows the student additional time for the completion of assignments that equate to no more than 30% of the student's grade and when the student has been making satisfactory progress.

In addition to entering the I grade through the faculty portal the faculty member and student must complete the Request for Incomplete Grade contract available on the website. The request is reviewed by the instructor's Dean for approval.

An incomplete contract shall describe the missing requirement(s), the basis for the requirement's evaluation, effect on the final grade computation, and the completion date for that requirement.

The student must complete, and instructor grades the missing work by the end of the subsequent term. Summer is not considered a subsequent term, therefore an I grade issued in Spring term is to be completed by the end of Fall term.

If the faculty member is not teaching in the subsequent term, a proxy faculty member to grade the student's work will be assigned.

If no replacement grade for an "I" grade is entered by the instructor by the end of the subsequent term, the "I" grade shall automatically be changed to an "F".

The "I" grade does not entitle the student to repeat a course without paying tuition.

An instructor may not be able to issue an "I" grade in some courses where, for example, equipment usage is required and is unavailable.

### **Withdrawal (W)**

This mark is to be used only by the Registrar when a student drops a course after the published drop/add period and before the published withdrawal deadline.

### **Audit (AU)** (see BP 4070 and AP 4070)

- 1) This mark may only be used by the Registrar.
- 2) The AU mark, when allowed permits a student to attend a course without receiving a grade or credit for the course even though the tuition and fees must be paid.
- 3) To be assigned an AU mark, a student must obtain permission from their instructor and notify the Registrar prior to the published drop deadlines.
- 4) Through its curriculum process the college may specify whether a specific course may be audited. Therefore, some courses will not be available for audit.
- 5) Does not satisfy requirements for entry into courses where prerequisites are specified.

### **Repeated Courses ( \* \* )** (see AP 4104)

This mark may be used only by the Registrar. See repeated courses.

### **Approved:**

NWCCU Standard Updated 5/20