## Policy 2.13 Grading Options

### Part 1. Policy Statement.

#### Grades.

Grades represent faculty's evaluation of student achievement in the course for which the grade is assigned. Grades are also used to determine a student's grade point average using the point system which follows. All grades A through F are utilized in determining the student's grade point average.

#### It is the right and responsibility of faculty assigned to teach a course to:

1. Establish the criteria used to evaluate a student's achievement in the course.

2. Communicate the criteria, in writing, via the course syllabus.

3. Make the course syllabus available to all students registered in the course in a timely manner.

4. Evaluate and assign grades according to the criteria established in the syllabus.

5. Submit grades to the Records Office by the established deadline.

#### Faculty also have the right to alter the written grading criteria, so long as the alteration:

1. Is more generous than the written criteria,

2. Disadvantages no student,

3. Is communicated to the student(s) in a timely manner.

It is a program level decision to adopt or decline the use of grade shading, not the decision of an individual faculty member. Programs incorporating the use of grade shading must use the following range of letter grades: A, A-, B+, B, B-, C+, C, C-, D, F, FN and FW.

### Part 2. Grading Options

#### Grading Options Chart. Grades and Grade Points.

A = 4 grade points per credit Denotes superior achievement
A- = 3.67 grade points per credit Denotes superior achievement
B+ = 3.33 grade points per credit Denotes above average achievement
B = 3 grade points per credit Denotes above average achievement
B- = 2.67 grade points per credit Denotes average achievement
C+ = 2.33 grade points per credit Denote average achievement
C = 2 grade points per credit Denotes average achievement
C- = 1.67 grade points per credit Denotes average achievement
D = 1 grade point per credit Denotes passing achievement
F = 0 grade points per credit Denotes failure to achieve (Included in GPA)
FN = 0 grade points per credit Denotes failure. Student never attended the course (Included in GPA)
FW = 0 grade points per credit Denotes failure. Student attended one or more class

sessions but did not complete course. In the opinion of the instructor, student did not complete enough assignments and/or course activities to make normal evaluation of academic performance possible.

(Included in GPA) I = Incomplete work Temporary grade issued when instructor has reasonable expectation that the student can complete unfinished course requirements. Excluded from GPA but considered during the evaluation of Satisfactory Academic Progress and Academic Standing completion rate requirements.

W = Denotes a student-initiated withdrawal that occurred during the range beginning the day after the drop period has ended for the course extending through the 80% point of a course. Does not affect the grade point average but is considered during the evaluation of Satisfactory Progress and Academic Standing completion rate requirements.

**P/NC Grading** – Students may elect to take a course on a P/NC (pass/no pass) grading basis by submitting the Request for Alternate Grading form, signed by the instructor, to the Registration Office before the tenth business day of the semester. Because of the nature and intent of some majors, there are specific course that should not be taken on the P/NC scale. It is important to consult your advisor before deciding on this grading option. There are also special topics courses, workshops, and seminars that are offered only on a P/NC basis. These will be so indicated in the catalog, course syllabus, or semester schedule. A grade of P will indicate that a student has earned a C or better. Grades below a C will be recorded as an NC (no credit) and will not meet graduation requirements.

**AU Grading** – A student who wishes to audit or attend a credit-bearing course without seeking credit must register for the course and pay full tuition and fees. A student may declare the intent to audit a course by submitting the Request for Alternate Grading form, signed by the instructor, to the Registration Office within the first ten days of the semester. A student may not receive credit for auditing a course except by re-enrollment for credit paying all tuition and fees again, and successfully completing the course in a subsequent semester.

**Part 3. Incomplete Grades**.

A grade of Incomplete (I) may be given only at the student's request and after consultation with the faculty. A student may request an Incomplete (I) when doing satisfactory work in a course and unable to complete all coursework requirements during the semester. This request must be made on the Incomplete Grade Request form, supported and signed by the instructor, and submitted to the Student Services Office by the instructor. Incomplete work must be made up and a grade submitted to the Registrar's Office by a date mutually agreed upon by the instructor and the student. This date should be no later than six weeks into the following semester.

The original grade, including incomplete grades, will remain on the student's record unless the instructor submits a Change of Grade form to the Registration Office. Incomplete grades that have not been changed to a grade will be converted to an F (Failure) when the date for completion has been reached. Grade changes, except those precipitated by technical recording errors, may not be accepted by the Registrar's Office after the six-week deadline. Grade changes for Spring Semester, however, will be accepted six weeks into the Fall Semester.

**Part 4. Repeated Courses**.

Students may repeat courses in which they receive grades of D, F, W, Audit or No Credit. The first grade will appear on the transcript, but only the most recent grade will be used in calculating the grade point average. Students may not repeat the course more than one time, or repeat with a grade higher than a D, without the approval of the Dean of their division. It is recommended that students consult with the Financial Aid Office for financial aid eligibility prior to repeating a course.

**Part 5. Grade Point Average**.

Grades are submitted by instructors and processed by the Registrar's Office each semester. Term grade point averages and cumulative grade point averages are calculated and updated for students each semester. Grade point average is calculated by adding all grade points and dividing by the sum of all credits earned A-F.

**Part 6. The President's List.**

Every semester the Dakota County Technical College President recognizes students who have completed a minimum of 6 credits within a term and who have achieved a grade point average of 3.5 or more. Qualifying students may request a certificate signed by the college's President. The President's List notation will be listed on the official student transcript.

**Part 7. Grade Changes**

Faculty may submit grade changes when a student's initial grade has changed.  Grades are accepted through the faculty portal within six week of the end of the semester in which the original grade was assigned.  Extenuating circumstances may allow grade changes outside of the six week timeframe but will require approval from the appropriate academic dean.

**Part 8. Transcripts**.

Unofficial transcripts and grade reports are available to students online through the student portal.  An official copy of a student's transcript can be obtained from the Registrar's Office for a fee unless the student is a veteran. The student must complete, sign and date the Transcript Request form and submit it to the Registrar's Office. Requests should be made in advance to anticipate processing time. Transcript requests may be denied if a student owes tuition and/or fees or has overdue resource materials.

**Policy History:**

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