ADMINISTRATIVE RULE

Rule Number/Name:	050.038.000 – Grading Guidelines
Responsible Department:	Student Services
Authority:	Chief Student Services Officer

Overview

Applicability

Students, Faculty, Student Services Staff, Instructional Services Staff

Administrative Rule Statement

Roles and Responsibilities

- **Students** shall be responsible for reading about and selecting a grading system option for each class they take at CGCC as a condition of completing their registration for classes either on-line or in-person.

- **Students** shall be responsible for ensuring the accuracy of their final grades on their **Academic Transcripts**.

- **Students** shall be responsible for reading about and making any permitted changes to their grading system option selection subsequent to their registration.

- **Students** receiving financial aid should consult a **Financial Aid Advisor** prior to taking any steps described herein.

- **Faculty** inform **Students** regarding their standing in class, existing petition processes for extraordinary situations, and refer **Students** to student services related to tuition, grading option changes, financial aid, and graduation.

- **Faculty** record earned grades for **Students** according to each **Student's** choice as described herein.

- Academic Departments may specify whether this grade system option is unavailable for each course in its control.

Traditional Graded System

Columbia Gorge Community College is an equal opportunity educator and employer.

- CGCC uses A, B, C, D, and F grading system as defined under "grading definitions".

- The A-F system, in general, is the default system option for CGCC. The default grading system will be used unless a student actively chooses to change the option by the end of the eighth week or the equivalent period.

- Degree or certificate requirements may only allow specific grade system options.

Pass/No Pass Grading System
- This grade system use **P** and **NP** as defined under "Grade Definitions."

- **Transfer Students** should be aware that other institutions may limit the number of pass/no pass credits that may be applied to a degree and may recalculate the **Student's** grade point average by weighting each **P** as if it were a **C** and each **NP** as if it were an **F** from the traditional graded system.   Students need to check with their appropriate institution.

- Degree or certificate requirements may only allow specific grade system options.

Grade Definitions
A = Superior
- Honor grade indicating excellence.
- 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.
- Probable success in a field relating to the subject or probable continued success in sequential courses.

B = Above average
- Honor grade indicating competence.
- 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.
- Probable continued success in sequential courses.

C = Average

- 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.

- Sufficient evidence of ability to warrant entering sequential courses.

D = Substandard, but receiving credit

- Substandard grade indicating the **Student** has met only minimum requirements as outlined by the **Instructor** in the course handout.

- 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.

- Does not satisfy requirements for entry into courses where prerequisites are specified.

F = Failure

- Non-passing grade indicating failure to meet minimum requirements as defined by the **Instructor** in the course handout earned as a result 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, repeated absence from class.

- Does not satisfy requirements for entry into courses where prerequisites are specified.

- **Faculty** must record the last date attended for **Students** that earn an F grade.

P = Pass

- Acceptable performance.

- A grade of **P** represents satisfactory achievement which would have been graded **C** or better under the traditional grading system.

- The **P** grade is disregarded in the computation of the CGCC grade point average.

- This grade is available only when a **Student** has selected the pass/no pass grade system option during the first 80% of the term.

NP = No Pass
- Unacceptable performance.

- A grade of **NP** represents unsatisfactory achievement which would have been graded **D** or lower under the traditional grading system.

- The **NP** grade is disregarded in the computation of the grade point average.

- **Faculty** must record the last date attended for **Students** that earn an **NP**.

- This grade is available only when a **Student** has selected the pass/no pass grade system option during the first eight weeks or equivalent.

- **Transfer Students** should be aware that four-year institutions limit the number of pass/no pass credits that may be applied to a degree and frequently recalculate the **Student's** grade point average by weighting each **P** as if it were a **C** or **D** and each **NP** as if it were an **F** from the traditional graded system.

- This grade is available only when a **Student** has selected the pass/no pass grade system option during the first 80% of the term.

- Degree or certificate requirements may only allow specific grade system options.

Mark Definitions
SC   Satisfactory Completion
- The mark used when a **Student** satisfactorily completes continuing education units (CEUs).

NSC   Not Satisfactory Completion
- The mark used when a **Student** does not satisfactorily complete continuing education units (CEUs).

I   Incomplete
- At the time final course grades are recorded, the **Instructor** may, with the consent of the **Student**, record an **"I"** mark and grant additional time for the completion of a minor but essential requirement for the Student who is otherwise making satisfactory progress.

- Faculty must include the last date of attendance when giving an "**I**".

- This shall only be done by signed written agreement with a requesting **Student** and a copy shall be left on file with student services.

- Such written agreements shall describe the missing requirement, the basis for the requirement's evaluation, the effect on the final grade computation and the completion date (within one year) for that requirement.

- If no replacement grade for an **"I"** mark shall have been provided by the course **Instructor** within one calendar year, the **"I"** mark shall automatically be changed to an **F** or **NP** depending on the grade system option (chosen by the **Student**) in affect at the time the **"I"** mark was originally recorded.

- This mark does not entitle the **Student** to repeat a course without paying tuition.

- It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

W   Withdrawal
- This mark is to be used only by the **Student Records Office** when a **Student** has completed the official withdraw process after the published drop deadline and before the published withdrawal deadline.

AUD   Audit
- This mark may is assigned by **Faculty**.

- The **AUD** mark, when allowed, permits a **Student** to attend a course without receiving a grade or credit for the course even though tuition and fees must be paid.

- To be assigned an **AUD** mark, a **Student** must obtain permission from their **Instructor** and notify **Registration** prior to the published drop deadline. The **AUD** mark does not satisfy requirements for entry into courses where prerequisites are specific.

NS No Show
- This mark is assigned by **Faculty** before the published drop deadline to indicate that a **Student** has *never attended class*. These students will be dropped by **Registration**.

- If **Faculty** fail to assign an **NS** mark to **Students** who never attend class and if those **Students** fail to drop or withdraw before the published deadlines, then

they will earn a grade of **F** or **NP** according to the grade system option selected at registration.

R   **Repeated**
- This mark may be used only by **the Registrar**. See "Repeated Courses."

Transcript Miscellany

Repeated Courses
- All grades earned will appear on the transcript.

- All courses may be repeated for a higher grade.

- The most recent grade of **C**, **P**, or better will count in the GPA calculation accumulated credit total.

Computing Grade Point Averages

- Grade point averages are computed on the basis of the system as described in the "Traditional Grading System" section at the beginning of this document. The point values are as follows:

  A equals four points for each credit

  B equals three points for each credit

  C equals two points for each credit

  D equals one point for each credit

- Grades of **P** and **NP** and marks of **SC**, **NSC**, **I**, **W**, **R**, **NS**, and **AUD** are disregarded in the computation of the grade point average.

- The grade point average is the quotient of the total points divided by the accumulated credit total in which A, B, C, D and F are received.

Grade Changes
- All grade change requests must be submitted by the **Instructor** within one year of the end of the course.

- If a grade dispute cannot be resolved with the **Instructor**, the **Student** may follow the student grievance or complaint process.

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- If the **Instructor** is no longer employed by **CGCC** and, following a good faith effort to contact the **Instructor**, grade changes can be made by the appropriate Department Chair providing there is sufficient evidence to make the change.

Definitions

None.

Interpretation of Administrative Rule

Registrar

Cross Reference to Related Administrative Rules

None.

Further Information

Registrar
registrar@cgcc.edu
541-506-6011

Strategic Direction

KFA 1: Educational Programs and Services
KFA 2: Students
KFA 3: Faculty and Staff

Appendix

1. [CGCC Quarterly Class Schedule](#)