

GRADING STANDARDS,
COURSEWORK AND FINAL
EXAMINATION

6.10011 DP
DISTRICT PROCEDURE

PURPOSE Metropolitan Community College has adopted grading standards to ensure clear and consistent definitions for district course level and cumulative grades. This procedure shall apply to all faculty who have grading responsibilities.

GRADING
STANDARDS

The following definitions shall be used to assign letter grades.

- A Superior performance: four (4) scholarship points per credit hour.
- B Highly satisfactory performance: three (3) scholarship points per credit hour.
- C Satisfactory or average performance: two (2) scholarship points per credit hour.
- D Unsatisfactory, but passing, performance: one (1) scholarship point per credit hour.
- F Unsatisfactory performance: zero (0) scholarship points per credit hour.
- S Average or satisfactory, C or above performance: carries course credit but no scholarship points.
- U Below average, D or F performance: no course credit or scholarship points.
- P Passing or better performance in continuing education, non-credit courses, selected transfer credit, and credit by certification. Not included in grade point calculations.
- I Incomplete course work.
- AU Audit: no course credit or scholarship points.

Conditions for applicability:

Satisfactory - Unsatisfactory Option

1. May be used for one (1) course above per term excluding courses below 100-level.
2. Only fifteen (15) credit hours with the satisfactory option may be applied toward a degree.
3. Application must be made through the college records office before the end of the first quarter of the course.

Incomplete Option

1. When a student performing at a satisfactory level documents a reason acceptable to the instructor for not completing the assigned work before the course conclusion, an "I" grade will be assigned.
2. All assignments must be complete by the end of the succeeding term, summer excluded, and a grade submitted by the instructor to the appropriate registrar.
3. The "I" grade will become an "F" if the work is not completed.

Audit Option

1. Credit may not be earned for an audited course.
2. A decision to audit a course must be made at registration.

GRADE
AVERAGE

POINT Scholarship Points

- A. Grades calculated in the grade point average:

<u>Grade</u>	<u>Scholarship Points Per Semester Ho</u>
A	4
B	3
C	2
D	1
F	0

- B. The grades P, I, S and U, and the enrollment statuses W and AU are not calculated in the grade point average.

Grade Point Computation

A student's grade point average will be derived by dividing the number of scholarship points accumulated by the number of hours completed at MCC.

Hours Included in the Grade Point Computation

The computation of a student's grade point average will include all hours taken at the district campuses with the following exceptions:

- A. It will omit courses in which the student has received W, P, I, S, U or AU.

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- B. It will include only the grade received by the student the last time the course was taken.
- C. It will omit courses which have been excluded under academic renewal provisions.

GRADED COURSEWORK Assessment methods will be appropriate to the course. The method(s) of assessment and how these assessments lead to a final grade will be described in the course syllabus.

Assessment will be sufficiently comprehensive and representative of the subject matter of a course so that the student may demonstrate proficiency in the essential techniques, skills, and information. Assessment will be made so that students will have multiple opportunities to demonstrate proficiency.

FINAL EXAMINATIONS A final examination or a final component of the course grade will be given in each course. Final examinations or a final component of the course grade will be scheduled and administered by the instructor of the course.

In the event that a student does not complete a scheduled final exam or final component of the course grade, the instructor may record an "F" or an Incomplete for the student grade. The instructor may also allow the student a make-up opportunity for a final exam or final component of the course grade in the event of extraordinary circumstances.

FINAL EXAMINATIONS GRADE CHANGE

REFERENCE 6.10010 BP Academic Standards Board Policy

ADOPTED: January 10, 1978
REVISED December 14, 1982
June 15, 1993
April 19, 1993
May 8, 1995
January 11, 2005
June 25, 2012
February 16, 2015
April 20, 2023

Editorial Corrections June 20, 2006; May 12, 2023
OFFICE OF RESPONSIBILITY: Curriculum and Instruction