

Revision Responsibility: Executive Vice President - Provost
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: [TBR Policy 2:03:01:01](#)
Columbia State Catalog and Student Handbook

PURPOSE

To designate responsibility for assigning student grades and changes in those grades.

POLICY

- I. The faculty member teaching a course is responsible for the assignment of student grades in that course and for any changes in those grades on the students' permanent records.
 - A. Reporting quality of student performance in any academic course is the responsibility of the instructor. Each instructor shall specify his/her grading process -- the basis for achieving specified letter grades for the course -- and distribute and explain these bases in writing to each student at the beginning of the semester.
 - B. The following grading system is used at Columbia State Community College:

<u>Grade</u>	<u>Interpretation</u>	<u>Quality Points Per Semester Hours Credit</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Inferior but passing	1
F	Failure	0
FA	Failure due to nonattendance/nonparticipation	0
I	Incomplete	0
P	Pass (awarded <i>only</i> to cooperative education classes)	0

<u>Grade</u>	<u>Interpretation</u>	<u>Quality Points Per Semester Hours Credit</u>
W	Withdrew (not a grade). Used when withdrawal is on or prior to last day to drop or withdraw. Withdrawal permitted after the official drop period may reflect a "W" only if the student is passing at the time of withdrawal. Administrative withdrawal may be granted in extenuating circumstances.	0
X	Not a grade. Used only when grades are turned in too late to meet processing deadline. (Later changed to reflect a grade.)	0
AU	Not a grade. (Assigned to official audit.)	0

- II. If the faculty member is no longer associated with the institution or if the grade can be shown to be arbitrary, discriminatory, or otherwise unfairly assigned, the dean may recommend a grade change to be approved by the executive vice president - provost.
- III. Students may receive an "Incomplete" grade when the student cannot complete the course requirements due to circumstances beyond the student's control. The instructor should determine these circumstances.
 - A. The mark of "I" is considered work attempted and is computed in the average with the same results as the failing mark "F". The incomplete "I" will be interpreted as such until replaced with a passing grade.
 - B. When the incomplete "I" is replaced with a passing grade, the quality points are awarded.

PROCEDURES

- I. If an error has been made in the award of a grade, the instructor will submit a completed Request to Change Grade form. (See Appendix A).
- II. If the student awarded an "Incomplete" satisfactorily completes the requirements for the course, the instructor (or designee, if the instructor is unavailable) will submit a completed Request to Change Grade form.
- III. The instructor may, if he or she believes that extenuating circumstances warrant the change, approve the change of a grade given to a student in a previous term by submitting a Request to Change Grade form.

- IV. The division dean may, if the instructor cannot be contacted with reasonable effort and if he or she believes that extenuating circumstances warrant it, approve the change of a grade given to a student in a previous term. The change should be submitted on the Request to Change Grade form.
- V. In the event that a student believes a grade to be unfairly assigned, the procedures for grade appeals outlined in the student handbook will be followed. If the results of the appeal indicate that the grade was inappropriately assigned, and the instructor refuses to change the grade, the executive vice president - provost may approve a grade change. Upon approval of such a change, the executive vice president - provost will direct the director of records in writing to change the grade.

VI. Grade Submission

During the last week of the semester, or during the last week of a short session course, the records office will send an email to each faculty member with instructions for submitting grades. Grades will be recorded online by the deadline established each semester by that office.

VII. Removal of an Incomplete

- A. An "Incomplete" should be removed during the following semester, excluding summer terms. The responsibility to remove the "Incomplete" rests with the student. The student must initiate and complete the required assignment. If the "Incomplete" is not removed in the following semester, the faculty member is no longer obligated to accept the work. The faculty member may, at his or her discretion, accept the work later and forward a change of grade form to the division dean for approval, but there is no obligation under the policy to do so.
- B. The instructor must complete Appendix B - Incomplete form and submit it for each "Incomplete" grade to the records office. This form contains information needed to complete the course requirements in case the faculty member is not present when the student finishes the assignments. It includes what work is missing, how the work is to be evaluated, and how the grade on the late work is to be averaged in with established grades in order to arrive at a final grade.

VIII. Administrative Withdrawal

- A. The College has the authority to withdraw a student from class or from the College at any time if the withdrawal is in the best interest of the student and/or the College. The reasons for administrative withdrawal include, but are not limited to, the following:
1. Registration in violation of college policies and regulations
 2. Failure to pay financial obligations to the college in a timely manner
 3. Deployed to active military duty

4. Catastrophic illness, accident, or incarceration
 5. Disciplinary suspension or expulsion for the remainder of an academic term or longer
 6. Other reasons deemed fitting by the chief administrative officers.
- B. The student is responsible for understanding that any type of withdrawal may result in loss of financial aid. Administrative withdrawal does not eliminate a student's obligation to pay any remaining balances or fees to Columbia State.
- C. Neutral grades of W are recorded for the term in progress. The W grades are not computed in the Grade Point Average; however, the grades will appear on the transcript permanently. The courses count in attempted credits.
- D. The date of the withdrawal and the reason for the withdrawal are used to determine the amount of tuition and fees to be charged or cancelled.

PROCEDURES

- A. The Associate Vice President for Student Services or designee notifies the student of the administrative withdrawal.
- B. The Director of Records or designee will be directed to withdraw the student from classes in which he is currently enrolled, cancel registration that has occurred for any future terms, and place a status code of WA in the student records system to prevent the student from being re-admitted or re-enrolled unless cleared through the appropriate administrative officer.
- C. If faculty members have reason to inquire about a specific case of administrative withdrawal, they should consult the Director of Records or the Associate Vice President for Student Services. In certain cases, the student's right to confidentiality may not permit full disclosure of the circumstances.
- D. The Director of Records also notifies the Director of Financial Aid and the Assistant Business Manager.

Revised: December 1988; April 20, 1998 (updated to match catalog); June 21, 2000 (new policy format and reference to appeals process); July 27, 2004 (updated titles); October 4, 2011 (combined policy 02:08:00 and 02:09:00 into one policy numbered 02:08:00, updated to match catalog and procedures, new policy format and updated titles); July 21, 2014 (addition of "FA" grade and Administrative Withdrawal Guidelines)