

POLICY**GRADING SYSTEM**

The following grading system is used at Ridgewater College to report academic achievement and to compute the student's grade point average.

Grading Symbol	Grade Points	Grade Point Value Calculation
A	4.00	4 x # of course credits
A-	3.67	
B+	3.33	
B	3.00	3 x # of course credits
B-	2.67	
C+	2.33	
C	2.00	2 x # of course credits
C-	1.67	
D+	1.33	
D	1.00	1 x # of course credits
D-	0.67	
F (Failure)	0.00	0 x # of course credits
I (Incomplete)	0.00	0 x # of course credits
NC (Attempted course but did not earn credit)	No grade point value earned.	None
P (C or higher level of performance attained)	Earned credit but no grade point value.	None
W (Withdrawal)	No credit earned.	None

Other Transcript Symbols	Grade Points	Grade Point Value Calculation
AU (Audit - no credit earned)	No grade assigned or grade point value.	None
IP (In Progress – entered by Records Office for courses still in progress at end of current semester)	No grade assigned at this time.	None
Z (Course registered for current semester)	No grade assigned at this time.	None

POLICY**GRADING SYSTEM, continued****Definitions/Conditions/Procedures:**

Audit: Students auditing courses are required to pay the regular tuition and fees but are not required to take tests or complete assignments. No credit is awarded for audited courses. Students wishing to audit a course must declare this at the time of registration. Students wishing to audit a course may enroll on a space-available basis. Financial aid is not awarded for an audited course. A student does not need to be admitted to the college to audit a course.

Credit: The unit by which academic work is measured.

Completed Credits: Completed credits include A through F, and P. They do not include "I" (incomplete), "W" (withdraw), "AU" (audit), "NC" (no credit), or drops (classes dropped during the drop/add period each term).

Cumulative Credits (Cumulative attempted CUMATT on transcript): Cumulative credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for semesters for which the student did not receive financial aid.

Developmental Credits: Credits awarded for course work with a course prefix below 100. Student may receive financial aid for developmental credits up to a maximum of 30 semester credits. Developmental courses do not count toward graduation.

Earned Credits: Earned credits are successfully completed credits that count toward the required percentage of completion. Earned credits include only A through D-, and P.

Grade Points: A letter grade is assigned at the end of each term for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade.

Grade Point Total: Grade point total is the sum of all grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

Grade Point Average: Grade point average (GPA) is the student's grade point total divided by the grade point credit total. Each grade report shows the student's GPA for the term and cumulative GPA since admission. An "I," "P," "NC," "IP" or "W" does not carry a grade point value and, as such, is not calculated in the GPA. "I," "P," "NC" and "W" credits do not count toward total registered credits. "IP" does not count toward total registered credits in the calculation of satisfactory academic progress.

Last Date of Attendance: This is a field that is used to determine a student's last date of attendance or last academically related activity in any given course. It is available through the web online services. It is expected that faculty will enter a date into this field for students who have quit attending but have not

POLICY**GRADING SYSTEM, continued**

withdrawn from their class. A grading symbol of “F” will automatically be entered for any student for which a last date of attendance is entered. If a faculty member is awarding a grade other than “F,” he/she needs to contact the Registrar to override the system.

Incomplete: The mark “I” (incomplete) is a temporary grade that is assigned only in exceptional circumstances. A student may request a grade of “I” when coursework has been satisfactory and the majority of coursework has been completed, but the student is unable to complete all course requirements before the end of the semester. The “Incomplete Grade Request Form” must be signed by both the instructor and the student and submitted to the Records and Registration Office by the end of the course. Coursework must be completed and a grade submitted to the Records and Registration Office by a mutually agreed-upon date, not to exceed the end of the following semester. A grade of “F” will be recorded if this deadline is not met.

Registered Credits: The total number of credits for which a student is officially enrolled at the end of the drop/add period each term.

Repeating Courses: A course may be repeated for an improved grade. **A change of grade request form must be submitted to the Records and Registration Office for the change to be recorded.** Only the higher grade will be counted toward graduation and in the computation of the overall grade point average. An “R” will be entered on the transcript next to the initial grade to indicate the course was repeated. The maximum number of credits that may be repeated is 18. A student may repeat a course no more than two times.

If a student wishes to satisfactorily repeat or complete a course for which he/she previously earned an “F” or “NC,” the student must register for the course again.

Transfer Credits: Credits that are accepted by the college from another educational institution. Accepted transfer credits are not included in the calculation of GPA, or the calculation of the 66.67 percent completion rule. Transfer credits are not officially evaluated until a student is accepted to the college and the college has received an official transcript directly from the other institution.

Withdrawing From a Single Course: After the drop period of a term has elapsed, a student has the right to withdraw from a course by submitting a signed and completed Registration Adjustment Form to the Records and Registration Office per the following schedule:

<u>Scheduled Course Length</u>	<u>Number of Business Days to Withdraw after the First Class Day</u>
1 week	2 days
2-4 weeks	6 days
5-7 weeks	17 days
8-10 weeks	29 days
11-13 weeks	40 days
14-16 weeks	51 days

POLICY**GRADING SYSTEM, continued**

Students withdrawing during the withdrawal period receive a grade of “W” on their transcript. While a “W” grade has no impact on the GPA calculation, it has a negative impact on percentage of completion used to evaluate Satisfactory Academic Progress for both academic and financial aid purposes. In addition, withdrawing from courses may have tuition and financial aid implications.

Beginning with the sixth (6) business day of the semester, there will be no refund for withdrawals from individual courses. Refunds will only be given for total withdrawals (i.e., withdrawing from all courses) according to the refund schedule.

Note: Although the student has the right to withdraw, it is the College’s expectation that a student desiring to do so will discuss course withdrawal with the relevant instructor(s) prior to withdrawing. A student is thus directed to obtain the instructor’s signature on the Registration Adjustment Form, thereby confirming that the instructor has been made aware of the student’s intention to withdraw. If the instructor’s signature is not obtained, the student must present the Registration Adjustment Form to the appropriate Instructional Dean for further action. At the discretion of the instructor, a student may forfeit the right to withdraw from any course in which the student has received a failing grade due to cheating or plagiarism. A student may not withdraw from any course that is completed or for which an earned grade has been assigned by the instructor.

After the withdrawal period has elapsed, a student with extenuating circumstances must have his/her withdrawal approved by the instructor and the appropriate Instructional Dean. This approval is indicated by the course instructor’s signature on the Registration Adjustment Form.

Withdrawing From All Courses: A student may initiate a complete withdrawal from all courses by meeting with a counselor and completing the required forms in the Counseling Office, as long as the withdrawal period for any of the student’s courses has not elapsed. The student will receive a “W” with no designation as to passing or failing the courses. A student may not withdraw from any course which is completed or for which an earned grade has been assigned by the instructor.

History:

05.12.06 Adopted

08.13.07 Revised