



PROCEDURE

Policy Name:	Grades
Policy Number:	6260
Applicable Code/Law:	N/A

Procedural Guidelines

1. Time Frame for Assignment of Possible Grades—Fall, Winter, Spring

<u>Week(s)</u>	<u>Possible Grades</u>
1-2	None
3-first day of the seventh week	N or W—if early exit procedure is followed.
7-last day of instruction	I, NC, P, V, Z—if early exit procedure is followed.
Final Exam Week	4.0 – 0.7, 0.0, H, I, NC, P, V, Z

2. Time Frame for Assignment of Summer Quarter Grades

Enrollment Services will publish the time frame for summer quarter.

3. Grading System

Shoreline Community College uses the following numeric grading system and grade-point values for reporting and recording academic achievement in most courses. A grade of 0.7 or above earns credits. Grades of 1.0 and above qualify for transfer credits in the state of Washington. However, a minimum grade is required for some programs for a number of purposes including technical courses, general education requirements, progression in a sequence of classes, and to satisfy a prerequisite. Students should consult the applicable course descriptions and program requirements if they have questions.

Grade Issued	Description of Grade
4.0	A
3.0	B
2.0	C
1.0	D
0.7-0.9	Credit can be granted but may not transfer to Washington state baccalaureate institutions
0.0	Failure to complete minimum requirement
0.0	Unofficial withdrawal from course (V grade)
H	Course in progress
W	Official withdrawal from course
I	Incomplete (see Incomplete Grade for more detail)
P	Satisfactory (credit only, no grade point)
NC	Unsatisfactory (no credit, no grade point)
N	Audit (see Course Audit for detail)
R	Repeat (This is not a grade, but will appear on the transcript beside the lowest grade when a course has been repeated.) This grade will not be factored into GPA
Z	Hardship Withdrawal (no grade point)
*	Assigned when a grade is not submitted by the instructor in time to be processed. When the grades are processed, the earned grade will be recorded.

H: Hold

Indicates a course has not yet officially ended and the student is actively involved in finishing the required work. With the approval of the Vice President for Academic and Student Affairs, this grade is used in courses that have an official ending date scheduled after the end of the regular quarter. Upon the completion of the course, the instructor will award the final grades that will replace the H grade on each student's transcript.

I: Incomplete

At a student's request, a grade of Incomplete may be given when the instructor agrees that the student, for an unavoidable reason, has been unable to complete a specific course requirement during the eleven-week quarter, but can successfully complete the course work with no additional instruction.

The instructor must specify what requirements the student must fulfill in order to convert the Incomplete grade to an appropriate grade on a standard Incomplete Contract form.

To obtain credit for the course, the student must convert an Incomplete into an appropriate grade by completing the requirements specified in the standard contract within the time limits specified therein, not to exceed one calendar year from the date of the contract.

N: Audit

If a student chooses audit status (N) for a course, they participate in the coursework, but no credit is earned for the course and a grade is not received. A student must register for the course and pay the regular tuition and fees. A student may change their status to and from Audit with instructor permission by completing the appropriate form in Enrollment Services no later than the first day of the seventh week of the quarter (or the equivalent in summer quarter). An N will appear on the transcript.

P/NC & P/0.0: Pass/No Credit & Pass/0.0

This grade is given when a student successfully completes a course offering a Pass/No Credit (P/NC) option. By assigning a P, the instructor certifies a performance level of at least 2.0. P allows credit for the course, but the grade will not be considered in GPA calculations. IN college-level courses (numbered 100 and higher) designated as having a P/0.0 or P/NC option, students who wish to be graded on the Pass/0.0 or P/NC option, must submit a Student Option Grading Form signed by their instructor to Enrollment Services no later than the end of the day which constitutes the midpoint of the course. Students in pre-college level courses must request the P/NC or P/0.0 grade no later than the last day of instruction. Unless a 2.0 performance level is achieved, the student selecting the P/0.0 option will receive no credit and the grade of 0.0, and the student selecting the P/NC credit will receive an NC grade. The NC grade will not be considered in the GPA calculation. While some degrees and programs may allow no P credits, no degree or program at Shoreline may include more than thirty credits.

V: Unofficial Withdrawal

To be awarded when a student attends briefly, rarely, or not at all and does not officially withdraw with a W grade. This grade counts as a 0.0 in GPA calculations.

W: Official Withdrawal

A W grade will be granted at a student's request only from the first day of the third week through the first class day of the seventh week (or the equivalent for summer quarter) provided the student follows the early exit procedure. No Ws will be given after the cut off date. Ws remain on the transcript but are not counted in GPA computations.

A student may not withdraw to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

Z: Hardship Withdrawal

This grade may be given at a student's written request and the instructor's agreement that an unforeseen crisis and/or unusual, extreme circumstance has occurred after the official withdrawal period is over which has interfered with or interrupted the student's ability to attend class and continue performing passing course work. Prior to the end of the official withdrawal period, the W grade should be used. This grade will not be considered in GPA calculations.

4. Dropping or Withdrawing from a Class

a. Dropping a Class

- i. Drop procedures are initiated by the student. When a student drops a class, no grade will be assigned and no record of registration will appear on the transcript.
- ii. Through the tenth class day, the student may drop a class without instructor permission.
- iii. A student may not drop a class to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

b. Withdrawal from a Class

- i. Withdrawal procedures are initiated by the student. When a student withdraws from a class, a grade of W will be assigned and registration is recorded on the transcript.
- ii. From the eleventh instructional day and through the first class day of the seventh week of a regular quarter (or the summer quarter equivalent), the student may *officially* withdraw from a class by obtaining the instructor's signature or emailed permission.
- iii. The student will follow procedures by notifying Enrollment Services in order to officially withdraw immediately after obtaining instructor permission.
- iv. A student may not withdraw to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

c. Early Withdraw Procedure if Extreme or Unusual Circumstances Apply

This may be invoked when early withdrawal procedures in 4.b. cannot be followed.

- i. If circumstances do not permit completion of the normal withdrawal procedure, the instructor, appropriate division dean, or the Dean of Students, if necessary may sign a Schedule Change form to withdraw the student.
- ii. In such cases, if the person signing the withdrawal form is not the instructor, the person signing the form shall notify the student's instructor(s) of the circumstances in order that the instructor may award the appropriate grade.

d. Hardship Withdrawal

This grade may be given at a student's written request and the instructor's agreement that an unforeseen crisis and/or unusual, extreme circumstance has occurred after the official withdrawal period is over which has interfered with or interrupted the student's ability to attend class and continue performing passing course work. Prior to the end of the official withdrawal period, the W grade should be used. This grade will not be considered in GPA calculations.

- i. The student completes a Student Written Request to Instructor for Hardship Grade Form and submits it, along with appropriate documentation of the hardship, to the instructor.
- ii. If, at the instructor's discretion, the request for hardship withdrawal is granted, a grade of Z will be assigned and registration will be recorded on the transcript. This grade will not be considered in GPA calculations.

5. Repeating a Course

Courses may be repeated to improve a grade, but credit is only applied once. In no Circumstance will any course be repeated more than twice in order to improve a grade; this is defined as two repeats in addition to the original enrollment. This limit may not apply to all pre-college level courses (numbered less than 100).

To repeat a course for the purpose of improving a grade, the student must register for the course, submit a Course Repeat form to Enrollment Services during the quarter in which the student is repeating the course, and pay all necessary fees. The lower grade remains on the transcript and is designated with an "R", and only the highest grade awarded in a repeated course will be used in calculating GPA at Shoreline. Other

colleges and universities may not accept a grade earned in a repeated course. If accepted, the grade may be treated differently in the calculation of grade point average.

6. Computation of Grade Point Average

The number of credits for each course is multiplied by the numerical grade awarded resulting in the grade points for that course. The GPA is computed by dividing the sum of the grade points earned in courses awarding numerical grades and V grades by the total number of credits attempted in those courses. H, I, N, NC, P, W, and Z grades are not assigned weights and are not used in computing GPA. When a student transfers from Shoreline Community College to another institution, the grading policy of the receiving institution will be applied to the transcript and the computation of the GPA.

7. Grading Systems

a. Mandatory Numerical Grade

Students will be awarded grades from 4.0 to 0.7 in 0.1 increments, 0.0, H, I, V, W, or Z.

b. Mandatory and Optional Pass/No Credit Systems

Divisional faculty, acting in appropriate disciplinary sub-units, may designate certain courses as Mandatory or Optional Pass/No Credit. Faculty will report any change in designation through divisional planning committees and the Curriculum Committee, as well as insure that the correct designation then appears in the quarter class schedule.

- i. Grading in Mandatory Pass/No Credit Courses. The instructor will give only an H, I, N, NC, P, V, W, or Z grade as defined in section 3.
- ii. Grading in Optional Pass/0.0 and Pass/No Credit Courses. Students wishing to be graded on the Pass/0.0 or Pass/NC system must submit a pass option form signed by their instructor to the registration desk no later than the end of the day which constitutes the midpoint of the course. Students selecting this option will receive a 0.0, H, I, N, NC, P, V, W, or Z grade as defined in section 3. Students not qualifying for this optional grading system will receive a numerical grade. Students in pre-college level courses must request the P/NC or P/0.0 grade no later than the last day of instruction.

Courses assigned by faculty to mandatory or optional pass/no credit will be marked on each quarter's class schedule. All unmarked courses will use only the numerical grading system.