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Revision Responsibility: Vice President for Academic Affairs  
Responsible Executive Officer: Vice President for Academic Affairs

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 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	0
W	Withdrew (not a grade).	0
X	Not a grade. Use 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
NR*/**	Grade not awarded.	0

PR**	Progress (not a grade). Awarded only in Developmental studies courses.	0
TR**	Transfer grades posted prior to Summer 2015	0
WD**	Withdraw (Developmental)	0

\*Grades awarded by faculty member.

\*\*Grades not currently used, but can appear on student transcripts.

Effective Summer 2015, all courses appearing on transfer transcripts are posted with the letter “T” in front of the grade (i.e. transfer grade of “B” would appear as a “TB”). Transfer credit counts for all courses in which passing grades are achieved, including the grade of "D". For students enrolled prior to Summer 2015, only grades of "C" or higher can transfer. These transfer grades were posted as a “TR”. All grades of transfer courses are entered on the student's Columbia State permanent academic record. Grades of transfer courses are not included in the calculation of the student's grade point average at Columbia State.

II. 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. The instructor is also responsible for any changes in those grades on the students’ permanent records.

III. Grade Submission

A. 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.

B. Students may receive an “I” grade when the student cannot complete the course requirements due to circumstances beyond the student’s control. The instructor should determine these circumstances.

1. An “I” is considered work attempted and is computed in the average with the same results as the failing grade “F”. An “I” will be interpreted as such until replaced with a passing grade.

2. When the “I” is replaced with a passing grade, the quality points are awarded.

3. Procedures

- a. When a grade of “I” is submitted by the instructor, the instructor will submit a completed Incomplete Grade form to the Records office.
- b. If the student that was awarded an “I” 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.
- c. All forms submitted become part of the student’s permanent records and are maintained by the Records office.

IV. Change of Grades

A. If the instructor is no longer associated with the College 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 vice president for academic affairs.

B. Procedures

1. If an error has been made in the award of a grade, the instructor will submit a completed Request to Change Grade form.
2. 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.
3. 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.
4. 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 vice president for academic affairs may approve a grade change. Upon approval of such a change, the vice president for academic affairs will direct the director of records in writing to change the grade.

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V. 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.
- E. Procedures
1. The vice president for student affairs or designee notifies the student of the administrative withdrawal.
  2. The director of records or designee will be directed to withdraw the student from classes in which he or she 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.
  3. If instructors have reason to inquire about a specific case of administrative withdrawal, they should consult the director of records or the vice president for student affairs. In certain cases, the student's right to confidentiality may not permit full disclosure of the circumstances.
  4. The director of records also notifies the director of financial aid and the assistant business manager.