POLICY STATEMENT

BridgeValley Community and Technical College (College) adheres to specified procedures for determining, recording, and changing grades awarded for course completion.

PROCEDURES

Grade Designation

- Grades will be reported as A (excellent), B (good), C (satisfactory), D (poor), F (failure), FI (failure irregular withdrawal), I (incomplete), IP (in-progress), AU (audit), W (withdrawal) or P (passing).
- Non-traditional credit, such as CLEP, challenge exams, advance placement, etc., will be designated by the grade of CR (successful completion) or NC (non-successful completion).

Incomplete Grades

- Students must initiate a request to the instructor in writing to receive a grade of incomplete (I).
- In order for the request to be granted, at minimum, students must have completed 80% of the coursework.
- Incomplete grade requests may be approved in cases when reasons beyond the students control prevent the student from completion of the course, e.g. medical emergencies.
- Upon faculty agreement to issue the grade of “I”, the faculty member will complete the form specifying the outstanding course work.
- Final approval of the request for an incomplete grade rests with the Chief Academic Officer or designee.
- The Registrar's office enters the "I" grade in the Banner system.
- When the outstanding course work is completed, the faculty member will notify the Registrar's Office through a Change of Grade form.

Faculty Initiated Grade Change

- In the case of an erroneous grade, faculty must complete a change of grade form no later than by the end of the following semester.
• The faculty will submit the grade change to the Chief Academic Officer (CAO).
• Upon approval, the CAO will submit the form to the Registrar’s office.

Grade Concerns

• Students concerned over course assignment grades should discuss their concern with the faculty member.
• Students with concerns about final course grades should discuss questions with their instructor, especially in regard to errors of calculation or transcription, within two weeks after the beginning of the next semester.
• If the faculty and student cannot agree regarding the assignment of the final grade, the student may elect to file a formal grade appeal.

Approved by: Cabinet _____________________________ Date: 4/3/2014