

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**GRADES**

Date approved by cabinet: February 13, 2024

Effective Date: March 26, 2024

Expiration date (5 years from effective date if not renewed): March 26, 2029

Section 1. Policy

- 1.1. BridgeValley Community and Technical College (College) adheres to specified procedures for determining, recording, and changing grades awarded for course completion. Final exams for all credit bearing courses will be delivered during a specified period of time.

Section 2. Grade Designation

- 2.1. Grades will be reported as A (excellent), B (good), C (satisfactory), D (poor), F (failure), FI (failure due to irregular attendance/withdrawal), I (incomplete), IP (in progress), AU (audit), W (withdrawal) or P (passing).
- 2.2. 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).
- 2.3. Grades will be reported as S (successful completion of training) or U (unsuccessful completion of training) for non-credit workforce training. Conversion of non-credit training to college level credit will be awarded based on Series 3 (§135CSR3)

Section 3. Auditing Courses

- 3.1. An audited course carries no credit. It will be recorded on the transcript with a grade of *AU* and cannot be used to satisfy a graduation requirement.
 - 3.1.1. Priority for registration will be given to students choosing to enroll for credit.
 - 3.1.2. A student will be charged appropriate tuition and fees for an audited course.
 - 3.1.3. Students choosing to audit courses may change to a graded enrollment status, or from a graded enrollment status to audit status, only during the registration and drop/add period applicable to the course.
 - 3.1.4. The auditor has all the privileges of a student taking a course for credit. He/she may do regularly assigned readings, participate in discussions, and submit papers. The instructor may allow the auditor to take examinations; however, no grades will be submitted to the Registrar.

- 3.1.5. After auditing a course, if a student declares a major in which the course is needed for graduation, he/she may request permission from the Vice President of Academic Affairs to enroll in a credit-bearing section of the course or to test-out of the course.

Section 4. Incomplete Grades

- 4.1. Incomplete grade requests may be approved when reasons beyond the student's control prevents the student from completion of the course.
 - 4.1.1. At minimum, students must have successfully completed 75% of the requirements to be eligible for an incomplete grade.
 - 4.1.2. To request an incomplete grade, students must notify their instructor in writing.
 - 4.1.3. By initiating a request for an incomplete grade, students acknowledge and agree to the deadline for completion of incomplete grades as published in the academic calendar. Further, students acknowledge lack of completion of coursework by the published deadline will result in an automatic FI (failure due to irregular attendance/withdrawal).
 - 4.1.4. Upon faculty agreement to issue the incomplete grade, the faculty member will complete the *Incomplete Course* form specifying the outstanding coursework and submit it to their Division Dean prior to the last day of the semester.
 - 4.1.5. The Division Dean grants final approval of the request for an incomplete grade.
 - 4.1.6. The Division Dean will forward the completed form to the Registrar's Office prior to the last day of the semester.
 - 4.1.7. The Registrar's Office will record the "I" grade in the Banner system.
 - 4.1.8. When the outstanding coursework is completed, the faculty member will complete a *Grade Change* form and submit it to their Division Dean
 - 4.1.9. Upon approval, the Division Dean will forward the completed form to the Registrar's Office.

4.1.10. The Registrar's Office will update the grade in the Banner system.

Section 5. Faculty Initiated Grade Change

5.1. In the case of an erroneous grade, faculty must complete a *Grade Change* form and submit it to their Division Dean.

5.1.1. Upon approval, the Division Dean will submit the form to the Registrar's office.

5.1.2. The Registrar's Office will update the grade in the Banner system.

Section 6. Grade Concerns

6.1. Students concerned about-course assignment grades should discuss their concern with the instructor of the course.

6.2. Students with concerns about final grades should discuss their concern with the instructor of the course.

6.3. If the faculty and student cannot agree regarding the assignment of the final grade, the student may elect to file a formal grade appeal. The grade appeal process must be started within 15 working days of the posting of the final grade.

Section 7. Repeating Courses

7.1. Any student intending to register for a class for the third time must meet with his/her academic advisor to discuss support measures.

Section 8. Final Exam Procedures

8.1. During the final week of each academic semester or term, credit-bearing courses, with the exception of online courses, as appropriate, meet for one 2-hour period at the date and time listed in the published schedule of final exams. This period will be used for examination or any other appropriate activity designed to assess learning, including take-home exams, which will not be due before the final examination period scheduled for that course.

8.1.1. Exceptions may be approved by the division dean upon written request by a faculty member. Whatever culminating activity is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour

listed in the Schedule of Classes. Any deviation from the final examination schedule must be approved by the division dean.

- 8.1.2. Final exams for all part of term courses will be administered on the last scheduled day for the course.
- 8.1.3. Final exams for online courses will be scheduled so that instructors may complete the administration and grading of the exam and submit final course grades by the due date.
- 8.1.4. In the event a student is scheduled for two or more examinations in a single day, the student may request an altered exam schedule and an attempt will be made to accommodate. The request must be made to the division dean one week before the final exam week commences.
- 8.1.5. According to federal law, grades are restricted information and may be released only to the student according to Family Educational Rights and Privacy Act (FERPA) guidelines. Thus, grades earned on examinations or in courses may not be posted by name. Posting by the student's identification number is also not permissible. Although there is no federal or state legislation that pertains to the manner in which graded work is to be returned to students, the returning of such material should be handled in such a manner as will preserve the students' privacy.

Section 9. Reporting of Grades and Verification of Attendance

- 9.1. In adherence to Federal Financial Aid guidelines, BridgeValley defines attendance in class as active participation and engagement by a student. Class rosters are available through the faculty self-service system. Faculty will review the most recent class roster at the time of each class meeting. (The Registrar and/or chairs will assist with this process as needed.) Faculty will direct any students attending class but not listed on the roster to an academic advisor. If appropriate, the academic advisor and student will complete a *Course Registration* form and submit it to the Registrar's Office. Students who are not on the class roster are prohibited from attending the class.
 - 9.1.1. The College will use the following schedule to verify a student has begun attendance for full-term and part-of-term:
 - 9.1.1.a. First date for verification of attendance check is at end of the 1st week of a term. Any student that has not attended classes will have their record flagged with a grade of NGR (no grade reported).
 - 9.1.1.b. Financial aid will not be paid until students can provide proof of attendance for all classes. Students reported as not attending must have all instructors sign a proof of attendance form indicating that the student has begun attendance.

- 9.1.2. The College will use the following schedule for Grade Reporting and Verification of Attendance for the first four weeks of full-term courses:
 - 9.1.2.a. Grades will be reported as pass/fail.
 - 9.1.2.b. For students who have stopped attending or received the grade of "F" the actual last date of attendance will be reported.
 - 9.1.2.c. Reporting will occur according to published dates on the academic calendar.
- 9.1.3. The College will use the following schedule for midterm/mid-course Grade Reporting and Verification of Attendance for full-term and part-of-term courses.
 - 9.1.3.a. Grades will be reported as A, B, C, D, F, or P.
 - 9.1.3.b. For students who have stopped attending or received the grade of "F" the actual last date of attendance will be reported.
 - 9.1.3.c. Reporting will occur according to published dates on the academic calendar.
- 9.1.4. The College will use the following schedule for final grade or end of term Grade Reporting and Verification of Attendance for full-term and part-of-term courses.
 - 9.1.4.a. Grades will be reported as A, B, C, D, F, FI, or P.
 - 9.1.4.b. For students who have stopped attending or received the grade of "F" or "FI" the actual last date of attendance will be reported.
 - 9.1.4.c. Reporting will occur according to published dates on the academic calendar.
- 9.2. Responsibility: Faculty contractual responsibilities are not complete until all grades have been received. While it is the responsibility of the faculty to complete the grade reporting process, it is also the duty of the chair to assist the full-time and adjunct faculty with grade reporting procedures.