	<b>POLICY</b>	<b>Motion No.</b>	<b>AASS 1004-2024</b>
	<b>Student Grades Policy</b>	<b>Effective Date</b>	<b>02/20/24</b>
		<b>Responsible Department</b>	<b>Academic Affairs/Student Services</b>
		<b>Attorney Review / Date</b>	<b>[Attorney Name] [Date]</b>

### **Student Grading and Course Updates**


Students have a right to access and be made aware of their individual academic progress in every course in which they are enrolled. This process of information sharing should occur directly between the student and instructor as well as be available to the student via any online learning management system employed by the College that displays grades as well as any assessment tool used by an instructor and/or course.

### **Final Grades and Challenges**

Faculty members have the responsibility for determining final grades for their courses. Students have the right to discuss their final grade with the responsible faculty member. If a student has evidence that their final grade is in error and resolution cannot be achieved through a student/faculty member conference, the student may initiate the formal Academic Grievance process as outlined in the College Catalog.

Only the faculty member who taught the class can assign grades and grades may not be altered without the approval of the faculty member assigning the grade except as follows:

1. If a faculty member leaves the employment of the College for any reason, the Chief Academic Officer shall assume the responsibility for assigning a grade for the students for any classes taught by the departed faculty member.
2. If a student has successfully appealed his/her grade through the Academic Grievance process, the faculty member or the Chief Academic Officer will change the grade as determined from the appeals process. If the Chief Academic Officer changes the grade, the faculty member will receive written notification of the grade change.

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**Course Grading System**

Letter Grade	Grade Points to Calculate Student Grade Point Average (GPA)	Description
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Pass
F	0	Failure
W	0	Withdrawal
I	0	Incomplete
S	0	Satisfactory
U	0	Unsatisfactory
IP	0	In Progress
AU	0	Audited

An In-Progress grade (IP-Grade) is reserved for students who are enrolled in any College Preparatory Course, have attended at least 80 percent of the class sessions, and have a semester ending percentage of 60 percent to 69.9 percent. Students receiving an IP grade may repeat the course with tuition and fees waived.

Effective Date	Motion Number	Document Author	Description of Change
02/20/2024	AASS 1004-2024	Academic Affairs/ Student Services	Merged several policies into one.