



Policy: Grading Procedures

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar

Policy: Students will be assigned a final grade or symbol by the date published in the academic calendar each semester. A student's final grade can be changed only when an error was made in the calculation of the final grade or when the student has successfully completed the **Academic Appeal and Review Process**. Only in highly unusual situations, such as serious illness or other emergency, will students be assigned an incomplete ("I") pending a final grade.

Grading Scales

- 1.0 There is no "standard" grading scale to which all faculty members must adopt or adhere. Each faculty member has the freedom to establish his/her own scale and communicate that grading scale at the beginning of each term. Some academic departments, however, may have standard grading scales.
- 2.0 Grading scales should be approved by the department chair.
- 3.0 Grace College operates on a four-point system, meaning that for each hour of credit, the weight of each grade is as follows:

A = 4 points	C = 2.000
A- = 3.667	C- = 1.667
B+ = 3.333	D+ = 1.333
B = 3.000	D = 1.000
B- = 2.667	D- = 0.667
C+ = 2.333	F = 0
- 4.0 The respective values are multiplied by the number of hours in the course to determine the quality points.
- 5.0 The mathematical rules that apply to Grace's GPA procedures are that the decimals are carried out to four places and rounded to the third.
- 6.0 The following are the only acceptable final grades or symbols to be assigned to Grace students: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, CR (credit), NC (no credit), W, MW, WF, WP, I, or AU (audit).
 - 6.1 The Grading Scale for the Core Classes is:

A=100-93%
A-=92-90%
B+=89-87%
B=86-83%
B-=82-80%
C+=79-77%
C=76-73%
C-=72-70%
D+=69-67%
D=66-63%
D-=62-60%
F=59-0%
- 7.0 Faculty generally submit assignment grades using the Moodle gradebook and submit final grades through the portal. Students should monitor their grades and progress throughout the semester.
- 8.0 The Deploy program will use additional grade options to support the competency-based transcript. Such grades may include: DN (Did Not Complete); PM (Progress Made); CM (Completion).

See also **Auditing a Course Policy** and **Credit-No Credit Policy**.



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Incompletes

- 1.0 An incomplete is an indication that a portion of a course has not been completed.
- 2.0 Incompletes are not assigned for the convenience of students or to assist students by extending deadlines for work that could have been completed during the regular semester.
- 3.0 The professor must have permission from the school dean to issue an incomplete.
- 4.0 The professor is to communicate to the student the deadlines and requirements to receive a final grade. Generally, a student is allowed a maximum of six weeks from the last day of the session to complete the course work; however, the professor may require that the course work be completed before the six-week deadline. The professor may be assisted as needed by the Academic Office in setting deadlines and determining requirements for successful completion of the course.
- 5.0 If the final grade is not submitted by the professor to the Registrar's Office within six weeks of the end of the session/semester, the "I" automatically becomes an "F."
- 6.0 The Campus Calendar notes deadlines for final grades and incompletes.

Final Grade Changes

- 1.0 This policy refers to requests for change of grade following the conclusion of a course.
- 2.0 All grade changes must be submitted within six months following determination of the original final grade.
- 3.0 Grade changes must be requested by the faculty of record using the Change of Grade Form available on the campus portal.

Forms to **Request an Incomplete** available online and in the Registrar's Office.

Students on Suspension

Because Grace is an academic community, a significant violation of the community standards results in a disciplinary action that affects the academic status of the student. For the sake of consistency and equity, the following guidelines will be followed:

- 1.0 Involuntary separation of the student from class attendance and campus may be necessary, normally with a return to his/her parental home. The student is not permitted to return for classes, extracurricular activities, or for any reason without permission from a Student Affairs staff member.
- 2.0 A suspension will result, automatically, in a reduction of the student's final letter grade average in each enrolled course:
 - Suspension of 1-2 days = 1/3 letter grade reduction (B to B-)
 - Suspension of 3-4 days = 2/3 letter grade reduction (B to C+)
 - Suspension of 5 days = Full letter grade reduction (B to C)
- 3.0 Instructors are asked to suspend individually determined grade/attendance penalties so that the academic consequences of a suspension will be uniform and so that no student will face a "double jeopardy" penalty (e.g., imposing individual faculty attendance penalties in addition to the suspension grade penalty).
- 4.0 Further academic penalty could occur if a student does not make up the required work in the course.
- 5.0 Each instructor should insure that the grade reduction be taken only once per suspension.



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Revision Process and History

- All revisions to the policy must be approved by the Academic Affairs Committee and Faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template
01-03-2022	Updated 5.0 Semester to session/semester