**GRADING SYSTEM AND POLICY**

**Grades**
Under Green River’s numerical grading system, instructors may report grades from 4.0 to 1.0 in 0.1 increments, and the grade of 0.0. Grades in the range 0.9 to 0.1 may not be assigned.

- **A** 4.0–3.9
- **A–** 3.6
- **B+** 3.3
- **B** 3.0
- **B–** 2.7
- **C+** 2.3
- **C** 2.0
- **C–** 1.7
- **D+** 1.3
- **D** 1.0 Lowest passing grade
- **F** 0.0 Failure or unofficial withdrawal—no credit given

**Additional Grade Designations:**

- **I** Incomplete. An instructor may record a student’s work as Incomplete when the student has been delayed in completing the required work for a good reason. Work may be completed according to an agreement between the instructor and student. The Incomplete Agreement will reside with the instructor of record. The Incomplete is not posted to “hours attempted” until the Incomplete is made up. “I” does not affect GPA. The student has four quarters (or less, if instructor indicates) to finish the incomplete. After four quarters, if the “I” grade still appears on the transcript it will be automatically changed to a 0.0 by Enrollment Services.

- **N** Audit. Indicates the student enrolled for information only (no credit given) and attended class regularly. “N” does not affect GPA.

- **NC** No Credit. Indicates the student petitioned the registrar for a P/NC grade (prior to the end of the eighth week of the quarter) and earned a decimal grade lower than 1.5.

- **P** Pass. Indicates the student petitioned the registrar for a P/NC grade (prior to the end of the eighth week of the quarter) and earned a decimal grade equal to or greater than 1.5, or the class is offered on a pass/no credit basis.

- **S** Satisfactory. Indicates the student is making satisfactory progress but has not completed all the competencies for a given level of instruction. No credit is awarded. The S grade may be used only for BASIC and ESOL classes numbered under 100. Courses with “S” grade designators cannot be applied toward any degree or certificate program. Courses with “S” grades indicate “work in progress” and do not denote course completion.

- **W** Official Withdrawal. Indicates the student initiated an official withdrawal from class and submitted the proper paperwork to the Registrar’s office. See “Withdrawal From Classes” and other appropriate sections. “W” does not affect GPA.
Grading Symbols
These symbols may also be used on grade reports or transcripts:

* **Missing Grade.** No grade assignment given. Student must contact instructor.

**R** **Repeat.** The symbol “R” after a grade indicates the student later repeated the class. The grade/credit from this class does not affect GPA.

**Y** **Work in Progress.** The class is in progress at grading time. Students should contact the instructor regarding questions about the particular grades earned.

Grades, Obtaining
Students may obtain an unofficial copy of their transcript, which includes all the classes the student has taken at Green River and the grades earned, from the Web at www.greenriver.edu/online, then “Unofficial Transcript.”

Grading Policy
Grade changes are valid only for courses in which students were OFFICIALLY registered. Approved grade changes will be accepted for up to four quarters following the quarter in which the original grade was assigned. Grade changes are not valid for W or N grades. Grade changes are to be signed by the “instructor of record” or, if the instructor cannot come to campus, by the division chairperson or instructional dean.

**Pass/No-Credit Policy (P/NC)**
To declare an intention to be graded pass/no-credit, the student must file a petition with the registrar no later than the end of the eighth week of the quarter. For students who qualify, the registrar will convert the decimal grade submitted by the instructor either to credit (P) or to no credit (NC). This petition is a contract and is not rescindable.

No more than 25 percent of the required credits may be graded “Pass” to satisfy requirements for the Associate in Arts, Associate in Business, Associate in Elementary Education, Associate in Fine Arts, Associate in Applied Science-Transfer, Associate in Math Education, Associate in Pre-Nursing, Associate in Applied Arts, Associate in Applied Science, and Associate Pre-Professional degrees.

Associate Development courses with “Pass” grades may not satisfy the transfer requirements of a student’s major field. Students are urged to consult the catalog of the four-year institution to which they plan to transfer.

Repeating a Course
Students may repeat a course for which they have earned credit when such a repeat is necessary to satisfy a requirement for improving academic or skill progress (grades). If deemed necessary to repeat, students may only do so twice. (This is defined as two repeats in addition to the original enrollment.) The Health Science and Family Studies Division have more restrictive policies regarding repetition of classes. See program advisor for specific information.

Credit by Challenge
Students may enroll for credit by challenge in a course with the instructor’s approval if:

- Student believes he or she has achieved the required knowledge or skills necessary to receive credit without regularly attending the class sessions; and

- Student is eligible to take the course.

Courses offered by the college but not appearing in the quarterly class schedule may be challenged by requesting that the course be added to the schedule for “credit by challenge”
purposes. Students who wish to challenge a course must:
• Consult with the instructor of the class they wish to challenge; and
• Pay regular tuition and fees.

All procedures for the granting of credit by challenge, other than those related to the registration process, are determined by the appropriate instructor and approved division procedures.

**Grade Forgiveness Policy**
This policy is designed to give returning students a fresh start from their unsuccessful transcript record after an extended absence from GRCC. The requirements for the policy are as follows:
• Student has had at least a two-year absence from GRCC and grades to be excluded must have been taken prior to the two-year absence.
• After returning to GRCC the student must demonstrate improvement by completing a minimum of 24 credits with a cumulative GPA of 2.0.
• Student cannot select specific courses or quarters for exclusion. Once the first quarter of Grade Forgiveness has been selected, all quarters between that quarter and the first returning successful quarter (after the two year absence from GRCC) will be coded with the Grade Forgiveness Policy comment.
• Once a Grade Forgiveness is processed, credits for excluded courses will be changed to zero (0) and will not be included in the GRCC credit total and GPA. Student’s transcript will continue to show previous courses taken and grades received. A comment will be placed on the transcript indicating that a Grade Forgiveness has been approved for the student.
• Credits excluded may not be reinstated, may not be used as prerequisites and may not apply toward degree requirements.
• Grade Forgiveness may not be used to qualify for an honors designation.
• Submit form to Enrollment Services-Records who make decision, Registrar will make appeal decisions.
• Only one Grade Forgiveness petition is permitted on the student’s transcript.

**Withdrawal Policy**
Students may withdraw from the college or from classes until the last instructional day of the eighth week of the quarter during fall, winter, and spring. For summer, see the quarterly class schedule for withdrawal dates.