

Policy Type: Student Services
Policy Title: Grades: Definitions
Policy Number: SS-07

Purpose:

Provide grading system definitions.

Scope:

All students, staff, faculty and administrators of Green River Community College.

Definition:

Grade – A decimal grade earned by a student, based on course work accomplished.

GPA – Grade point average.

Official Withdraw – A student completes the appropriate withdraw/drop paperwork *and* submits the paperwork to Enrollment Services by the deadlines published in the quarterly Class Schedule.

Unofficial Withdraw – A grade of 0.0 may be assigned by the instructor if the student ceases attendance of a class and does not officially withdraw from the class.

Policy:

Under Green River’s numerical grading system, instructors may report grades from 4.0 to 0.0 in 0.1 increments or report additional “letter” grade designations and grading symbols. Only the instructor may change an assigned grade. (See policy “SS-45, Grades: Changing”.)

Procedure:

Instructors will report grades to Enrollment Services for entry to students’ permanent academic transcript. The following grades and symbols apply:

Grades –	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
	D-	0.7
	F	0.6 – 0.0

Honors	3.5 – 3.69
High Honors	3.7 – 3.89
Highest Honors	3.9+

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. Incompletes are to be made up according to a signed agreement between the instructor and student. A copy of this agreement is kept on file in Enrollment Services. Incompletes not made up remain permanently on the academic transcript. The Incomplete is not posted to “hours attempted” until the Incomplete has been made up. “I” does not affect GPA. Student has four quarters (or less if instructor indicates) to finish the incomplete grade.
- N** = **Audit.** Indicates the student enrolled for information only (no credit given) and attended class regularly. “N” does not affect GPA. “N” is considered a grade and is affected by the repeat grade policy on the student’s transcript.
- 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 graded on a pass/no credit basis.
- S** = **Satisfactory.** Indicates 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 ESL classes numbered under 100. Courses with “S” grade designators cannot be applied toward any degree or certificate program. Courses with “S” grade indicate “work in progress” and do not denote course completion.
- W** = **Official Withdraw.** Indicates the student initiated an official withdraw from class. “W” does not affect GPA.
- V** = **Unofficial Withdraw.** Indicates the student stopped attending class without initiating official withdrawal. “V” does not affect GPA. (Used prior to Summer 1998.)
- Z** = **Non-Credit.** Indicates the student did not successfully complete the class with a 0.7 or higher. “Z” does not affect GPA. (Used prior to Summer 1998.)

Grading 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 must contact the instructor regarding questions about the grade received.

Specific Authority:

President's Staff, Green River Community College Board of Trustees

History of Policy or Procedure

Draft: March 1, 2005

Adopted: June 29, 2007

Revised:

Reviewed by:

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