

**SUBJECT:** Student Affairs

**POLICY:** 308.1 Grading

**RELATED PROCEDURE:**

**EFFECTIVE:** April 2013

**REVISED:** January 2017

**REVIEWED:** April 2013

### **Introduction and Purpose**

As a general policy, courses at Great Falls College MSU may be graded with the letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. Please refer to the specific course syllabus for course evaluation and grading procedures. The following table outlines the grading system used at Great Falls College MSU:

<b>Grades</b>	<b>Quality of Work</b>	<b>Grade Points for Each Credit</b>
A	Excellent	4.0
A-		3.7
B+		3.3
B	Above average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Passing	1.0
F	Failing	0
P	Pass	0
AU	Audit	0
CR	Credit	0
W	Withdraw	0
I	Incomplete	0
NC	No Credit	0
NR	Not Recorded	0

### **Policy**

#### **Audit**

Registered students may, with the permission of faculty, enroll in a course as an auditor for no credit. A student must decide to audit a course by the Add deadline of the term. Auditors pay the same fees as students enrolled for credit and are expected to follow the attendance guidelines set forth in the course. If attendance guidelines are not followed, the student may be issued a failing grade. If attendance guidelines are followed, the student will receive a grade of AU.

#### **Incomplete**

Students are expected to complete the course work for a class during the time designated. Occasionally, circumstances prevent timely completion and the student may request extra time to finish the work by completing the "Request for an Incomplete Grade" form. This form must be signed by the student, the instructor, and the appropriate division director.

In all cases, an "I" is given at the discretion of the instructor with the concurrence of the Division Director following these guidelines:

- The student has been in attendance, is doing passing work (C- or better), and has completed a minimum of 75% of the course.
- For reasons beyond the student's control, and which are acceptable to the instructor, he/she has been unable to complete the requirements of the course on time.
- The instructor must set the conditions for the removal of the incomplete on the "Request for an Incomplete Grade" form. When completed by the instructor and signed by the instructor and the student, this form must be filed with the Registrar.
- The instructor determines the deadline for a student to fulfill the requirements outlined in the "Request for an Incomplete Grade" form (not to exceed the last day of the following semester).
- A grade of "incomplete" that is not made up in the prescribed time will automatically become an "F".

### **Pass/Fail**

As a general policy, courses at Great Falls College MSU may be graded with the letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. However, certain courses, as indicated in the catalog, are offered only on a pass/fail basis for ALL students registered in the course. Typically, a passing (P) grade is equivalent to a grade of "C-" or better; however, this may vary by course or program. Students receiving "P" grades may not request a change to a letter grade.

### **Course Repeat**

Courses may be repeated to increase one's knowledge and/or grade point average. The original grade, as well as subsequent grade(s) in the course, is reflected on the academic transcript. However, the grade and grade point value for the repeated course will replace the earlier grade and grade point value in the cumulative totals. The grade and accompanying information for a repeated course will be posted on the student's academic transcript for the semester during which the repeated course was completed. Students may repeat a passed course only one time on financial aid. Passed courses are those courses completed with a grade of a D or above. If a student repeats the same course more than once, that course will not be considered in determining the enrollment status for financial aid purposes but will still be counted in attempted credits for Satisfactory Academic Progress determination.

### **Grade Point Average (GPA)**

A student's level of academic performance is determined by the grade point average (GPA). To calculate the GPA the total number of grade points is divided by the total number of completed credits.

### **GRADE REPORTS**

Faculty are required to submit mid-term and final grades to Banner by the deadlines set by the Registrar's office. Mid-term grades are available to students on Banner Web/My Info after the halfway point of the term. Final grades are available to students on Banner Web/My Info one week after the end of the term.

In addition to mid-term and final grade reporting to Banner, frequent student progress feedback is required. Using the designated learning management system for grade reporting is mandatory for all Great Falls College MSU courses that don't use an embedded grade reporting mechanism that provides real-time grade feedback, such as MyMathLab, etc. If an instructor chooses to use a grade system other than designated learning management system that meets the real-time feedback criterion, a link must be posted on the course designated learning management page directing students to that system.

### **Academic Records Appeals**

Appeals regarding academic records must be addressed within three years of course enrollment. Any appeals filed more than three years after the date of last attendance will not be considered. Note: This policy applies to appeals for retroactive withdrawals and tuition refunds only.



**Change of Grade**

A change of grade may be submitted to the Registrar for a variety of reasons. All grade changes must come from the instructor, department chair or division director. If, after consulting with the instructor, questions still remain about the changing of a grade, please refer to the Instruction Complaint Procedure: [Policy 300](#), Section 300.30.

**Related Forms/Manuals**

- Request for Incomplete Grade Form