

**C-1e(1) PROCEDURE Student Evaluation**

It is the purpose of Southeast Community College to furnish fair, objective evaluation of the standing and progress of every student taking part in its instructional program. Such information shall be communicated to the student in a clear and understandable fashion. The same information shall be transmitted to others only according to the conditions set forth in **C-3e**.

**The Grading Scale**

<b>Grade</b>	<b>Honor Status</b>	<b>Points</b>	<b>Description</b>	<b>Percentage</b>
A+	Permanent	4.0	Excellent	95 to 100
A	Permanent	4.0		90 to 94
B+	Permanent	3.5	Above Average	85 to 89
B	Permanent	3.0		80 to 84
C+	Permanent	2.5	Average	75 to 79
C	Permanent	2.0		70 to 74
D+	Permanent	1.5	Below Average	65 to 69
D	Permanent	1.0		60 to 64
F	Permanent	0.0	Failure	Below 60%
P	Permanent	*	Pass	70 - 100
NP	Permanent	*	No Pass	
PX		*	Pass-Exam	
I	Temporary	*	Incomplete	
W	Permanent	*	Withdraw	
CW		*	Credit by Waiver	
AU	Permanent	*	Audit	

\*Not included in Grade Point Average (GPA)

1. Programs and/or divisions on each of the campuses have the freedom and flexibility to set minimum requirements for advancement into upper classes and/or for graduation with administrative approval.
2. Instructors are responsible for providing students with written guidelines which outline course grading requirements at the first class session.

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**AU Audit:** Letter grade assigned when a student audits a course.

1. Auditing of a credit class is available to any student on a space available basis. Auditing permits class participation but offers no college credit. The student must declare this option at the time of registration or by the first class session and must pay the regular tuition and fees, which are non-refundable. The course will appear on the student transcript with a grade of AU, this cannot be changed to another grade at a later time without taking the course for college credit.
2. Students receiving financial aid or Veteran's benefits cannot count audited courses in determining course load.

Note: Students receiving VA benefits should refer to the "VA Standards of Progress" for important information and consequences related to receiving the letter grades, "I", "IP", "F", or "W".

**# Bankruptcy:** A # symbol will appear on the transcript before the grade for a course which has been bankrupt. Bankrupt grades will not count in the cumulative GPA but are included in the term GPA.

**BF Balance Forward:** Credit for courses before 7/1/94.

**CIP Course in Progress:** Currently enrolled classes

**CW Credit by Waiver:** Letter grade assigned for advanced placement credit based on evaluation by the appropriate program/division.

**F Failure:** Letter grade assigned when a student has not attained the required level of performance in a course. No credit is granted.

**I Incomplete:** A temporary letter grade assigned when course requirements are not complete.

1. For the removal of the "I", a "Contract for Removal of Incomplete" must be submitted at the time the incomplete grade is issued.
2. The time period of a contract may be extended one additional term with the approval of the Division Dean. A notice of such extension must be filed with the Registration and Records Office.
3. If a student does not initiate and complete a "Contract for Removal of Incomplete", he/she must re-register and successfully complete that course to receive credit.
4. A student may not drop a course for which he/she has negotiated a contract.

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5. The student may progress to the next sequential course only if a "Contract" has been negotiated.
6. It is the student's responsibility to:
  - a. Initiate contract negotiations
  - b. File the contract with the Registration and Records Office.
  - c. Fulfill the contract.
7. It is the instructor's responsibility to:
  - a. Determine if a grade of Incomplete is appropriate.
  - b. Notify the student and the Registration and Records Office that an Incomplete has been given to the student. This can be accomplished through routine grading procedures.
  - c. Negotiate the contract.
  - d. File notice of grade change with the Registration and Records Office when appropriate.
8. If the student thinks the contract is unfair, he or she has the right of appeal beginning at the program level.

**NP No Pass:** Letter grade assigned when no credit is granted as a result of failing an approved Pass-No Pass course.

**P Pass:** Letter grade assigned when credit is granted for successful completion of campus approved "Pass-No Pass" courses.

Each division will identify any course which may be taken with Pass-No Pass option. Divisions will also establish the maximum Pass-No Pass hours that may be earned, and applied, to completion of a prescribed course of study.

**PX Pass by Examination:** Letter grade assigned when credit is granted for successful completion of an approved examination or evaluation procedure rather than through course enrollment.

**W Withdrawal:** Letter grade assigned when a student drops a course after 75% of the elapsed time of the term.

1. If the student withdraws from the College prior to the course census dates, no grades or courses will be listed on the transcript.
2. If a student has transfer credits and withdraws prior to the census date of the student's first term, then only those credits transferred will be indicated on the transcript.

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**Grade Changes**

If a student questions or is in disagreement with the grade issued for a class, the student must contact the instructor. It is the student's responsibility to review his/her grades for accuracy. Grade disputes must be resolved within 10 classrooms days (not counting Saturdays, Sundays, or holidays) after the start date of the next term. On the 11th classroom day of the next term, the grade is considered to be "permanent."

1. A grade reported and recorded as "permanent" may be changed only in the event of an instructor or institutional error.
2. A grade may be removed from the student's cumulative GPA by:
  - a. repeating the course and receiving a higher grade. All courses will appear on the transcript in their respective session. The course with the lower grade will be indicated as a repeated course and will not be included in the cumulative GPA.
  - b. declaring academic bankruptcy.

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