Subject: GRADING	**Page 1 of 3**

Administrative Procedure Number: 302.06

Date adopted: 8/1/75 Revised: 2/5/87, 3/93, 2/20/01, 6/13/05, 3/11/11, 8/21/12, 11/20/18, 4/2/19

Grading Policy

The quality of a student's work in a course is measured by an A - F, four point maximum, grading system. Plus (+) and minus (-) signs are used to indicate achievement above or below the grades listed in the following description. A+ and D- grades are not used. For the purpose of assigning grade points, a plus (+) increases the grade value by 0.30 and a minus (-) decreases the value by 0.30. For example, a C grade has a value of 2.00, a C+ has a value of 2.30 and a C- a value of 1.70. Grades are normally assigned according to the following criteria.

A =   4 grade points per credit hour. The highest grade, "A," is reserved for students who have excelled in every phase of the course.

A- =   3.70 grade points per credit hour.

B+ =   3.30 grade points per credit hour.

B =   3 grade points per credit hour. The "B" grade is for students whose work is excellent but does not warrant the special distinction of the "A."

B- =   2.70 grade points per credit hour.

C+ =   2.30 grade points per credit hour.

C =   2 grade points per credit hour. The "C" grade indicates that a student has made substantial progress toward meeting the objectives of the course and has fulfilled the requirements of the course.

C- =   1.70 grade points per credit hour.

D+ =   1.30 grade points per credit hour.

D =   1 grade point per credit hour. The "D" grade is the minimal passing grade for those students who have made progress toward meeting the objectives of the course but who have fulfilled the requirements in a substandard manner.

F =   no credit; 0 grade points (credits attempted are calculated in GPA). The "F" grade indicates that the student failed to meet or have accomplished so few of the requirements of the course that they are not entitled to credit.

W =   no credit. A course withdrawal, made officially through the Office of Admissions and Records will be recorded with a "W" designation.

Y=   **In-Progress. Student is currently in progress toward the attainment of course objectives. Used only for continuous enrollment courses at Stafford Creek Corrections Center. Students must re-register for the course to complete course objectives. Grade cannot be changed.**

I =   Incomplete Grades. Special circumstances may warrant the use of the temporary grade "I" to indicate that the student is doing passing work in the class but has been unable to complete an essential requirement of the course because of factors beyond his or her control. An incomplete grade must be made up within the time period specified by the instructor, otherwise the "I" will be converted to an "F.

P =   Passing. No grade points. The "P" grade is given only in courses adopting the passing or unsatisfactory system.

S =   Satisfactory. No grade points. The "S" grade is given only in courses adopting the passing or unsatisfactory system.

U =   Unsatisfactory. No grade points. The "U" grade may be given only in courses adopting the passing or unsatisfactory system.

N =   Audit. No credit or grade points. See regulation on auditing a course, page 11.

R =   This designation is placed next to the grade earned in a course for which a student had previously received   a grade. Grade points and credit will be determined by the last grade earned.

The circumstances involved in determining whether the student receives a grade of "F," or "W," are explained under the sections entitled Dropping a Course and Withdrawal from College.

No grade-point or credits are allowed for the grades of "I" or "W;" those grades are not computed in the grade-point average.

Grading for WAOL Classes

The grading policy of WAOL classes is the same as GHC with the exception of the use of a "D-"grade. GHC's grading policy does not recognize a "D-" grade. **When a "D-" grade is reported for a WAOL class, it will be converted to an "F".**

Computation of Grade-Point Average (GPA)

The grade point average is computed as illustrated in the following example:

Courses	Credit Hours	Letter Grade		Points
MATH 121	5	A-	(3.7 points per credit)	18.50
HIST 101	5	B	(3.0 points per credit)	15.00
ECE 107	2	C+	(2.3 points per credit)	4.60
PSYCH 100	5	D	(1.0 point per credit)	5.00
PE 170	1	F	(0.0 points per credit)	0
	18			43.10

In order to compute the grade-point average, the total number of grade-points earned is divided by the total number of credits attempted. The sum of the credits must include those courses in which an "F" grade is received. In this example, 43.10 divided by 18 results in a GPA of 2.39.

In computing the grade-point average when a course has been repeated, only the last grade earned is used.

The procedure for reporting student grades will be as follows:

1. Faculty members will be provided grade sheets or may use Web grading available from the GHC web site.

2. Instructors should record the appropriate grade on the grade sheet or select the appropriate grade in Web grading.

3. It is appropriate to grant any grade listed on the sheet or listed on the Web except "W" or "N" grades. "W" and "N" grades are processed in a different way. (See grading policy.)

4. The instructor should sign each grade sheet. If an instructor is using Web grading, the use of their employee ID# and assigned PIN will constitute a signature.

5. Instructors should report grades to the associate dean for student services by the time set at the end of the quarter.