

**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 0.3 and a minus (-) decreases the value by 0.3. For example, a C grade has a value of 2.0, a C+ has a value of 2.3 and a C- a value of 1.7. Grades are normally assigned according to the following criteria.

- A = 4.0 grade points per credit hour.**  
The highest grade, “A,” is reserved for students who have excelled in every phase of the course.
- A- = 3.7 grade points per credit hour.**
- B+ = 3.3 grade points per credit hour.**
- B = 3.0 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- = 2.7 grade points per credit hour.**
- C+ = 2.3 grade points per credit hour.**
- C = 2.0 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- = 1.7 grade points per credit hour.**
- D+ = 1.3 grade points per credit hour.**
- D = 1.0 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 grade-point average). The “F” grade indicates that the student has failed to meet or has accomplished so few of the requirements of the course that he or she is 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.
- I = Incomplete.** 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.” **Students do not re-enroll in an incomplete course.**
- V = Unofficial Withdrawal.** A “V” grade indicates that the student has not completed the essential work of the class and has discontinued participation without officially withdrawing. This grade will be computed into the student’s grade-point average as an “F.”
- P = Passing.** No grade points. The “P” grade is given only in courses adopting the passing or unsatisfactory system. All courses must have a number less than 100 for use of a “P” grade.
- U = Unsatisfactory.** No grade points. The “U” grade may be given only in courses adopting the passing or unsatisfactory system, unless otherwise approved by the Instructional Council.
- N = Audit.** No credit or grade points.
- R = Repeated.** This designation is placed next to the grade earned in a course for which a student had previously received a grade, but has since repeated. 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,” “W,” or “V” are explained under the sections entitled Dropping a Course and Withdrawal from College.

No grade points 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:

<u>Courses</u>	<u>Credit Hours</u>	<u>Letter Grade</u>	<u>Grade Points</u>
MATH& 107	5	A- (3.7*)	18.5
HIST& 116	5	B (3.0*)	15.0
MUSIC& 221	2	C+ (2.3*)	4.6
PSYC& 100	5	D (1.0*)	5.0
PE 104	1	F (0.0*)	0.0
<b>Total</b>	<b>18</b>		<b>43.1</b>

\* (points per credit)

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” or “V” grade is received. In this example, 43.1 divided by 18 credit hours results in a grade-point average of 2.39.

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

### Auditing a Course

A student must obtain permission from the instructor prior to registering as an auditor. No student will be allowed to audit a course after withdrawal day. Students auditing a course are expected to attend class regularly but do not take examinations nor receive grades or credit for the course. Auditing students can receive credit for the course only by enrolling in a future quarter as a regular student. The regular fee schedule is charged for all audits.

### Repeating a Course

A student may repeat any course to improve his or her grade. The most recent grade will be used to calculate the grade-point average. Grade repeat forms are available at the Office of Admissions and Records or from the advisor during registration. These forms must be completed by the student and returned to the Office of Admissions and Records for the proper adjustments on the transcripts.

### Grades

Students access their grades by using the Information Kiosk on the GHC website and requesting an unofficial transcript. A Student Identification Number and a Global PIN are required in order to see an unofficial transcript. If a student finds omissions or errors on the transcript, a written request must be made to the Admissions and Records Office for a review of the transcript no later than the last day of the next quarter in residence. In no case may a student make a written request for a change after two years have elapsed. If all obligations to the college have not been fulfilled, the transcript will be withheld.

### Grade Change/Appeals

Students who believe that an error has been made in the grade received for a course should contact the instructor as soon as possible to discuss the issue. Appeals will be addressed through the Grade Appeal Process described in the Grays Harbor College Student Handbook

### Scholastic Standards Policy

Through its scholastic standards policies, Grays Harbor College expects students to assume responsibility for their own academic progress. As such, these policies reflect the belief that, by functioning as self-directed learners, students can gain the greatest possible satisfaction and benefit from their college experience.

Students whose names appear on the President's List are recognized for high academic achievement.

Low scholarship status is a warning to the student to improve his or her educational performance. It also emphasizes that the student should, where appropriate, undertake basic skills course work or seek help from instructors and/or counselors.

**Industrial Technology students are required to meet the Academic Progress Policy stated in Industrial Technology program syllabi (Automotive, Carpentry, CDL, Diesel, and Welding).**

These standards also serve as minimum levels of progress for veterans enrolled at Grays Harbor College.

These standards are not used as minimum levels of progress for financial aid recipients enrolled at Grays Harbor College.

### A. High Scholarship Status

President's Honor Roll: A student who completes twelve or more credit hours of courses, which must be numbered 100 or above, and earns a grade-point average of 3.5 or higher in any one quarter will be placed on the President's List. The student's transcript will be endorsed HONOR ROLL for that quarter.

President's Graduation Honors: A student who receives an associate degree with a cumulative grade-point average of 3.5 or higher will be honored as a President's Scholar. The student's transcript will be endorsed PRESIDENT'S SCHOLAR. On a one-time only basis, transcripts are also endorsed GRADUATED WITH HONORS to recognize those who graduate in the top ten students of their graduation year.

### B. Low Scholarship Status

Low scholarship regulations pertain to those students who enroll in ten or more credit hours in any college courses. A student is considered to be on low scholarship status for one or more of the following reasons:

1. Transfer from another college with an accumulated GPA of less than 2.0.
2. Transfer from another college while on academic probation, suspension, or dismissal status.
3. Failure to maintain a cumulative GPA of at least 2.0.
4. Accumulation of ten or more credits attempted as a part-time student (over a period of two or more successive quarters) with a cumulative GPA of less than 2.0.

**C. Academic Warning**

The first time a student is on Low Scholarship Status, the transcript will be endorsed **ACADEMIC WARNING**. The student will receive written notification of this status. The student will remain on Warning Status in subsequent quarters until the cumulative GPA is raised above 2.0. If the cumulative GPA is raised to 2.0 or above in the subsequent quarter, the student will be removed from academic warning. If the cumulative GPA is below 2.0 in the subsequent quarter, the student will be placed on Academic Probation. The Vice President for Student Services shall develop and maintain appropriate intervention strategies to assist students on academic warning to improve their performance.

**D. Academic Probation**

If a student is on Warning Status and does not attain a cumulative GPA of 2.0 in a subsequent quarter, the transcript will be endorsed **ACADEMIC PROBATION**.

The student will receive written notification of this status. The student will remain on Probation Status in subsequent quarters until the cumulative GPA is raised above 2.0. However, the quarterly GPA must be at 2.0 or higher or the student will be placed on Academic Suspension. The Vice President for Student Services shall develop and maintain appropriate intervention strategies to assist students on Academic Probation to improve their performance.

**E. Academic Suspension**

If a student is on Probationary Status and does not attain a quarterly GPA of 2.0 in a subsequent quarter, the transcript will be endorsed **ACADEMIC SUSPENSION**. The student will receive written notification of ineligibility to take classes for credit at Grays Harbor College for the next quarter.

A student who has been suspended, stays out the required quarter and returns to school, will automatically remain on Probationary Status until the cumulative GPA is raised to 2.0, even though the quarterly GPA may be above 2.0. As long as the quarterly GPA is at least 2.0 the student may continue to re-enroll.

A student who has been suspended may petition the Academic Review Committee, in writing, for special reinstatement.

**F. Academic Dismissal**

A student is on Academic Dismissal if, following Academic Suspension and subsequent reinstatement by the Academic Review Committee, the student:

1. Completes one quarter of ten or more enrolled credits with a GPA of less than 2.0; or,
2. Accumulates ten or more credits with a GPA of less than 2.0; or,
3. Fails to meet the requirements of reinstatement defined by the Academic Review Committee. Normally, failure to enroll in or withdrawal from courses approved by the Academic Review Committee constitutes failure to meet the Committee's requirements.

The student's transcript will be endorsed **ACADEMIC DISMISSAL** and the student will receive written notification of ineligibility to attend classes at Grays Harbor College for credit.

A student on Dismissal Status must appeal to the Academic Review Committee for readmission to Grays Harbor College. Students who have been dismissed will usually not be considered for readmission for at least one calendar year.

**G. Appeals from Academic Suspension or Dismissal**

A student may appeal for reinstatement by submitting a written petition and responding to a written questionnaire. An appointment must also be scheduled with the Academic Review Committee to review the appeal request. Students should contact the Admissions and Records Office to make the appeal arrangements. The Committee meets quarterly to review appeals.

**H. Removal from Low Scholarship Status**

A student is removed from Low Scholarship Status the quarter a cumulative GPA of 2.0 is obtained. The student's transcript is endorsed with **REMOVED FROM LOW SCHOLARSHIP** and the student receives written notification of academic good standing.

A student who has been removed from Low Scholarship Status and subsequently receives a cumulative GPA below 2.0 is placed on Warning Status.

A student who is placed on Probationary Status and is removed from Low Scholarship Status and then receives a cumulative GPA below 2.0 is placed on Warning Status and not Probationary Status.

A student who has been on Academic Suspension and is removed from Low Scholarship Status and subsequently receives a cumulative GPA below 2.0 will be placed on Warning Status.

A readmitted student who has been on Academic Dismissal and is removed from Low Scholarship Status and subsequently received a cumulative GPA below 2.0 will be placed on Warning Status.

## I. Exclusions

The only courses not subject to Low Scholarship Status are basic education courses, community service courses, community special interest courses, and audit courses in which the student originally enrolled for audit.

### Forgiveness/Red Line Policy

Some students, when they first enroll in college, earn poor grades for a quarter or more and later perform successfully (grades of C or better). In computing grade points for transfer or scholarships, the poor work may lower the grade-point average so that the student is ineligible for transfer or scholarship opportunities. Grays Harbor College offers an opportunity to remove the previous poor work from such a student's academic record through red lining.

"Red Lining" will remove entire quarters of enrollment, beginning at the first quarter. The student CANNOT select specific courses or specific quarters for red lining. For example, if a student wishes to red line courses in which failing or poor grades were received during the fourth quarter at Grays Harbor College, all work taken during the first four quarters would be red lined also.

To qualify for red lining, a student must have completed at least thirty-six credits with a GPA of 2.2 or higher in the course work that will remain on the transcript after the red lining occurs.

For students who qualify, a petition for red lining and a student copy of the transcript must be presented to Admissions and Records. When the petition is approved, the transcript will be updated to reflect the red lining and a footnote will be added to the transcript noting the date that previous courses were red lined.

Once the red lining process is completed, only the courses and grades earned after that time will be used in computing the GPA and course completion towards a degree or certificate.

### Quarter System

Classes at Grays Harbor College are conducted on a quarterly basis. A quarter is a measure of an academic term. Grays Harbor College divides its calendar into three regular quarters (fall, winter, and spring) comprised of approximately ten weeks of instruction and one week of finals. Summer quarter is unique because credit requirements are condensed, requiring an increased workload within a shorter amount of time when compared to a regular quarter.

### Academic Program Publications

#### College Catalog

Published every two years, the college catalog describes instructional programs, student services, general regulations, requirements, and procedures. Courses offered by the college are described in this publication.

#### Annual Planning Schedule

An annual planning schedule is prepared prior to the beginning of the academic year and is available on the college website at [www.ghc.edu](http://www.ghc.edu). It contains courses tentatively planned to be offered throughout the year. The intent of this schedule is to assist students with longer range planning. The quarterly schedules should be consulted as well, in case unforeseen scheduling changes occur.

#### Quarterly Schedule of Classes

A schedule of classes is published prior to each academic quarter (summer, fall, winter, and spring). It contains a listing of the courses offered that particular quarter, the times and days they are offered, location of each class, and the instructor's name.

## Examinations

Final examinations are held regularly at the end of each quarter. Students are required to take the tests at the college at the time and the place designated. Exceptions to this regulation require the approval of the instructor of the class and the Vice President for Instruction. A schedule of final examinations is printed in the quarterly schedule.

### Attendance

It is essential that students attend the first sessions of their courses. If a student knows that he or she will be unable to attend due to an emergency or scheduling conflict of a serious nature, (s)he should contact the instructor.

Students who do not attend class the first and second day of the quarter may be administratively withdrawn if:

- the student has not contacted the instructor and
- the instructor has not been able to contact the student.

Students who do not attend the first three sessions may be withdrawn with no requirement that the instructor attempt to contact them.

In those cases where professional-technical faculty, prior to the start of the quarter, have advised their students (orally and/or in writing) of the consequences of not attending the first hours of class, students may be dropped for non-attendance on the first day.

A student is expected to attend all class sessions of each course for which (s)he is registered; failure to do so may result in lower grades.