

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Grading and Academic Record Symbols

**Revision Date:** 4/18/00, 10/08, 12/08, 3/2/10; November 19, 2013

**Responsible Office:** Vice President, Student Learning Office

**Policy Reference:** Title 5, Section 55023, BP 4230

A student's work, upon the completion of each course, is graded:

Evaluative symbols:

A = Outstanding achievement

B = Commendable performance

C = Satisfactory achievement

D = Less than satisfactory achievement (passing)

F = Failure without credit

FW = Failing/Withdrawal (indicates student ceased attending class)

CR = Credit (at least satisfactory) (this symbol was discontinued fall 2009)

NC = No Credit (less than satisfactory) (this symbol was discontinued fall 2009)

P = Pass (at least satisfactory) (this symbol became effective fall 2009)

NP = No Pass (less than satisfactory) (this symbol became effective fall 2009)

Non-evaluative symbols:

I = Incomplete. This results when an unforeseeable emergency or justifiable reason results in the student not being able to complete the class by the last class period. The student is given an extension of up to one year to complete the required work. The student may petition for a time extension due to unusual circumstances.

IP = In Progress. This symbol is given when a class extends beyond the end of the current semester. Upon completion of the class a grade is assigned in the current semester or the following semester.

RD = Report Delayed. This symbol results when, for some reason, the grade cannot be assigned at the grading period. (This symbol was discontinued in fall 2011.)

W = Withdrawal. This symbol is given when the student withdraws after the no-show and before the penalty drop date. It's also used for medical and extenuating circumstances.

MW = Military Withdrawal. This symbol occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a MW symbol is assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

**Posting of Grades**

Every class for which a student registers will be posted on the student's transcript with the following exceptions: A class dropped by the Friday of the fourth week of instruction (or 25 percent of the way through a positive attendance class); a class the college cancels; a class dropped in order to transfer to a parallel course or if it is classified as an "upgradeable course".

At the completion of each course the instructor submits grades for each student to Enrollment Services. Enrollment Services posts the grades to the student's official transcript. In the absence of mistake, fraud, incompetence, and bad faith, the determination of a student's grade by an instructor is final.

Refer to AP 4231 –Grade Changes for the procedure on grade changes.

**Missing Grade** – Due to unforeseen events, sometimes a grade is missing from a final roster. When identified, the Director of Enrollment Services will contact the instructor to either input the grade or, if the instructor is unavailable, refer to instructor backup to fix the issue.

**Incomplete Grade Contract** – The Incomplete Grade Contract is a written agreement between the Instructor and the student which states that the missing work for a class is to be completed within a specified time period (one year maximum). The contract is signed by the student and the Instructor and approved by the Director of Enrollment Services. The contract contains a grade which the student will receive if the work is not completed by the terms of the contract. Upon completion of the required work, the instructor will file a Grade Change Request form with Enrollment Services. If the allotted time has expired before a grade change form is submitted, the default grade given on the Incomplete Grade Contract will be posted to the student's record.

**Pass/No Pass** – Some classes are offered entirely on a pass/no pass basis. In addition, a student may elect to take one regularly graded course, not in the student's major, each term on a pass/no pass basis. This option may be exercised at the time of registration or no later than the end of the first 30% of the class. The student obtains the Pass/No Pass form either online or through the Enrollment Services Office. The form must be recorded through Enrollment Services. The Pass/No Pass grading option may not be changed after the petition is submitted to Enrollment Services.

Upon processing of the final grade form submitted by the instructor, Enrollment Services converts the letter grade to a pass/no pass grade. A pass grade is given for a letter grade of "C" or better. A no pass grade is given for a "D" grade or below.

**Transcripts** – The College maintains a transcript record for every student at the College of the Siskiyou. Transcript requests can be ordered either line or at the Enrollment Services Office. The first two official transcripts are free of charge. Each additional request is \$5.00. It is the student's responsibility to request that transcripts be sent to other institutions.