

**GRADING SYSTEM**

While students at the College are given many opportunities for self-development, the administration and staff of the College feel that the best interest of each student is served if certain minimum regulations on student conduct, class attendance, probation, dismissal and several other matters are established and enforced.

Grading practices regarding letter grades awarded in the Associate Degree in Nursing Program are different in that letter grades of A, B, C, and E are issued; there are no D grades.

The student’s work in each course is graded on the system listed below. Honor points are assigned as indicated:

| Letter Grade  | Per Credit Hour | Honor Points |
|---|-----------------|--------------|
| A – Excellent . . . . .   | 4               |              |
| B – Good . . . . .  | 3               |              |
| C – Fair . . . . .  | 2               |              |
| D – Poor, but Passing . . . . .   | 1               |              |
| E – Failure . . . . .   | 0               |              |
| I – Incomplete  |                 |              |
| W – Withdrew  |                 |              |
| AU – Audit  |                 |              |
| S – Satisfactory  |                 |              |
| U – Unsatisfactory  |                 |              |
| V – Indicates Transfer Credit Accepted  |                 |              |
| N – No Grade  |                 |              |
| T – Grading Delayed —Course Still in Session  |                 |              |
| X – Grade Processing Error —Student Please Contact Instructor or<br>Academic Dean Immediately   |                 |              |
| P – Pass  |                 |              |
| F – Fail  |                 |              |
| H – Satisfactory completion of a developmental course—<br>institutional credit and does NOT apply toward graduation   |                 |              |
| HON – Following the course title denotes an honors section  |                 |              |
| 1 – The number <u>one</u> denotes prior attempt of a repeated class—<br>not computed in HPA   |                 |              |
| R – Repeated class, most recent attempt   |                 |              |
| CEU – Courses that earn CEU’s (1 CEU = 10 contact hours) are<br>identified with a course number between 700-899 and<br><u>do not apply toward graduation.</u> |                 |              |

**Appeal Procedure for Grade Change**

The appeal process shall consist of an initial appeal to the instructor in question, a second appeal to the Academic Dean of the Division the instructor is teaching in, and a final appeal to a board consisting of three non-administrative faculty and two students to be appointed by the Vice President of Instruction. The decision of the appeal board will be final and binding. A tie vote by the board will result in the grade remaining unchanged.

Students wishing to initiate a grade appeal have up to six months from the time the grade was issued to request the Vice President of Instruction to appoint an appeal board to hear the arguments. The request must be made in writing.

Course Numbering System (See Policy 4.02.1)

|  |   |
|--|---|
| 090-099 – Developmental –  | 090-099 Developmental courses that carry institutional credit <u>only</u> and do NOT apply toward graduation. |
| 100-149 – Freshman Career  |   |
| 200-249 – Sophomore Career   |   |
| 150-199 – Freshman University Parallel                               |   |
| 250-294 – Sophomore University Parallel                              |   |
| 295-299 – Field Trips, Seminars, Workshops, Independent Study, Co-op |   |
| 700-899 – Continuing Education – Non-credit                          |   |
| 900-999 – Continuing Education – Credit                              |   |

Pass/Fail Option

Students are strongly encouraged to investigate carefully the implications of the pass/fail option as they relate to restrictions on majors and minors, as well as the effect upon the future employment and transferability to senior institutions. Students must also investigate the effect of a pass/fail when applying to the various graduate schools.

1. The pass/fail option will be available to all students.
2. All courses that appear on the schedule will be made available to students on a pass/fail basis.
3. The “P” (pass) grade shall be equivalent to A, B, and C.
4. The deadline for changing from the pass/fail option to the traditional grading system, and vice versa, will be no later than the mid-point of any semester.
5. Courses elected on the pass/fail option will count toward graduation. However, a student shall not exceed twelve hours of “P” (pass) out of a degree program and/or one course during any semester.
6. The “P” (pass) and “F” (fail) will appear on the transcript but will not be used in the computation of the grade point average.
7. The instructor’s class list will not contain an indication as to who is electing the pass/fail system. Such information, however, will be available to the instructor upon request.

Honor Point Average (H.P.A.)

To compute the Honor Point Average for a semester, divide the total semester points earned by the total semester credit hours attempted.

To compute the cumulative Honor Point Average, divide the total points earned by the total credit hours attempted in all semesters. An Honor Point Average of C (2.0) is required for graduation.

$$\frac{\text{Total Honor Points Earned}}{\text{Total Semester Hours Attempted}} = \text{H.P.A.}$$

Credit by Examination

Credit by examination can be obtained by three methods at Monroe County Community College. Testing can be in the form of the College-Level Examination Program (CLEP) or Advanced Placement program (through the College Board). These tests are for transfer level courses. Attachments A and B in this section delineate courses accepted by Monroe County Community College. Any course testing offered by these programs must be taken through CLEP or AP. The College will not offer individual credit by examination which duplicates these subject areas.

A third option for credit by examination available to Monroe County Community College students is divisional testing for other courses, primarily occupational and technical. This opportunity is limited to courses identified by the Academic Deans and faculty. By passing a comprehensive examination with a grade of “C” or better, students can earn this credit.

Students may obtain applications for such examinations in the appropriate division office. Fees to cover testing will be assessed prior to the examination. These fees are non-refundable. Upon successful completion of the examination the Registrar will be notified by the Academic Dean and grade and credit for the course will be entered on the student's transcript.

A student is limited to a single attempt per course for credit by examination as certified by the Academic Dean. Credit by examination is not available as a vehicle for repeating a course. Attainment of a "C" or better grade in a course which requires a prerequisite disqualifies the student from gaining credit in the prerequisite course(s) via credit by examination. (e.g., a student may not receive credit by examination for Math 150 if he/she attained a grade of "C" or better in Math 151.) A student may not attempt credit by examination for a course which the student has previously failed or for a higher level course which follows in sequence a failed course attempt.

#### College Level

Examination Program (CLEP) – (See Attachment A)

Advanced Placement Program – (See Attachment B)

#### Credit for Service Experience

Credit for service experience may occur in two forms. Use of this credit is based on its appropriateness to the student's program at Monroe County Community College.

- A. A student presenting the Office of the Registrar with a DD214 form showing a minimum of one (1) year of service with the character of discharge being either "honorable" or "general under honorable conditions" will be awarded two (2) semester hours of general elective credit.
- B. Service personnel, having successfully completed training courses, may be awarded academic credit once proof of this training has been provided to the Office of the Registrar.

#### Credit for Independent Study

Independent study in a variety of academic disciplines is possible and encouraged for those students who desire the opportunity and challenge of investigating a particular body of knowledge outside of the structured classroom setting. Credit of one to four semester hours may be attempted upon successful completion of an approved independent study plan.

#### Auditing Classes

Properly qualified persons may apply to the Admissions Office for permission to attend classes as auditors.

Auditors do not receive grades or credit.

#### Repeating Courses

Students are allowed to attempt the same course no more than three times. Each course in which the student has received a grade, pass/fail credit, or audit will count as one attempt. Regardless of the student's current best grade in a course, if the student has not reached the limit of three attempts, he or she may repeat the course. When repeating a course, the most recent grade earned is the "grade of record" for earning credit and computing the grade point average. All other attempts where a grade has been received, however, will remain on the transcript and are identified as repeats. After students have received a grade of "C" or better in a course which requires a prerequisite, they may not enroll for credit in the prerequisite course.

(11-16-71, Addition, Procedure for Complaint of Student Grade; 4-14-72 Pass/Fail Option added to the Grading System; revised 2-13-74; 9-24-74 statement added concerning Auditing Classes; revised 7-15-76; 10-20-77; 2-7-78 Change of Grade Policy, effective Fall Semester 1978; 3-1-78 Withdrawal from College, effective Interim Semester 1979; 9-25-79; 6-9-81 Addition, Repeating Courses, effective Fall Semester 1981; 4-25-84 Credit by Examination and Letter Grades, effective Fall Semester 1984; 8-13-84 Revision Letter Grades, effective Fall Semester 1984; 11-25-85 Revision CLEP, Advanced Placement Program and Credit for Service Experience; 3-20-87 Revision Grade Appeal, effective Spring Semester 1987; Revision Credit/Exam and Deletion Credit/Life Experience, effective Fall 1990; 10-91 Revision Letter Grades and Course Numbering System; Revised 2-98; 11-22-99; 3-03 Credit by Exam; 2-08 Revision Pass/Fail, effective Fall 2008) Repeat Revision 4-11)

Deviations from the repeat procedure may only be made with appropriate approval of the Dean of the division offering the course. If the appropriate Dean is not available, the Vice President of Instruction or a designee may grant approval.

### Academic Honors

Full-time students who earn an Honor Point Average of 3.5 or better will be placed on the Dean's List each semester.

Students must have a cumulative Honor Point Average of 3.5 or better to graduate with honors. Specific honor designations include: Cum Laude (3.5 to 3.699), Magna Cum Laude (3.7 to 3.899), and Summa Cum Laude (3.9 to 4.0).