

TOPIC:

Grades and Grading - Procedures

Policy Number:

D3

Grading System

Grades and grade points used in the grading system are identified in Policy D3. Supporting information follows:

W	Withdrawn	Refer to Policy/Procedure D5 Enrollment and Withdrawal.
WA	Administrative Withdraw	Refer to Policy/Procedure D21 Administrative Withdraw.
P/NP	Pass/No Pass	<ol style="list-style-type: none"> 1. A student will complete a Request to Take Course P/NP form and turn it in to the Records Office no later than the end of the Add period. 2. The following CANNOT be taken Pass/No Pass: <ol style="list-style-type: none"> a. Courses required by the student's major. b. General education requirements with the exception of Physical Education (activity courses). 3. To be awarded a Pass, the student must earn at least a grade of "C". 4. Once the Add period has ended, a student cannot change the grading designation from Pass/No Pass to a letter grade or from a letter grade to Pass/No Pass. 5. Courses which have previously been taken for a letter grade cannot be repeated using Pass/No Pass grading. 6. No more than six hours of Pass/No Pass courses can be applied toward a degree.
I	Incomplete	The student must request and receive the approval of the instructor to receive an Incomplete. This incomplete grade may be given at the end of the semester if the student has successfully completed more than 75% of the course. The instructor will file an Incomplete Grade Contract with the Office of Student Records. If the "I" is not completed by the agreed upon date, the grade will be changed to an "F" and the GPA figured accordingly. The agreed upon date must be prior to the end of the following full semester.
AU	Audit	Auditing a course means that a student attends a class regularly and will not be permitted to take exams, complete assignments or perform other tasks required by the instructor. Students receive no credit for courses completed by auditing. Credit registration cannot be converted to audit status at any time. Audit registration cannot be

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		converted to credit status at any time. Students may enroll to audit a class if space is available. The student must complete an enrollment form for auditing a course and on this form receive the approval and signatures of the instructor and Vice President for Academic Affairs. The completed form will be turned into the Office of Student Records by either the instructor or Vice President for Academic Affairs for processing. This must take place before the beginning of the semester. Tuition and fees for audited classes will be assessed at the same rate that is charged for enrolling in credit courses. Audit courses are not eligible for financial aid.
XF	Failure	An "XF" may be placed on the student's transcript indicating the student failed the course due to repeated violations of academic integrity.

Transfer of Grade Point Average

Students begin a new Grade Point Average (GPA) at Cloud County Community College regardless of the GPA from transfer institutions. If any transferred courses are used to satisfy CCCC graduation requirements, then only those courses will be used from the transfer institution for graduation purposes. If none of the transfer units are used to satisfy CCCC graduation requirements, then both courses and grade points are ignored.

Repeating Courses

Any course may be repeated, but only the last grade earned will be counted in the GPA. The repeated course will be denoted on the transcript with an R in the right margin.

Athletic Eligibility

For eligibility purposes, a "P" will be considered as a "C" grade.

Honor Roll

The President's Honor Roll recognizes students who have earned a semester grade point average of 3.9-4.0. The Honor Roll includes students who have earned a semester grade point average of 3.6 to 3.899. In order to be eligible for these honor rolls, a student must complete a minimum of 12 hours in any given semester. These lists are published after the fall and spring semesters.

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