

Grading and Grade Submission Policy

POLICY: Grading and Grade Submission

POLICY NUMBER: 600.13

APV'D DATE: 7/9/2019

EFFECTIVE DATE: 7/9/2019

REFERENCES:

Faculty Handbook, Course Test- Out Policy 600.09, Financial Aid SAP Policy 700.12
Course Audit Policy 700.17, Course Repeat Policy 700.18,

CUSTODIAN: Academic Dean

REVIEW DATE: April 2019

Part 1. Policy Background and Purpose

WETCC is accredited by the Higher Learning Commission (HLC) and assigns grade values to course work to assess student learning. WETCC student grades can be transferred to other institutions as per their respective criteria.

Part 2. Definitions

Grade Point Average (GPA): A calculated average of the letter grades earned in classes following a 0 to 4.0 scale. (See calculation below.)

Part 3. Responsibility

Students are responsible for submitting all coursework. Faculty are responsible for assigning all grades and recording them within the prescribed time frame.

Student Services is responsible for assessing withdrawals from courses and maintaining student transcript files.

Part 4. Policy

WETCC uses letter grades to document student academic achievement. Grades are a compilation of all course assignments as indicated in the course syllabus. Grades are submitted at the mid-term and final points in the semester. Each faculty member has the right to determine the appropriate criteria to assign grade-level values to assignments. Midterm and final grades are due the Monday following Midterm and Finals Week, respectively.

Letter grades to document student academic achievement are as follows:

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

CR = Credit by Exam – (See Course Test- Out Policy 600.09.)

AU = Audit – (See *Course Audit Policy* 700.17.)

I = Incomplete (See Incomplete Student Contract Policy 600.18)

W = Withdraw (See Add/Drop Policy 700.16 & Administrative Drop/Withdraw Policy 700.15)

R = Repeat* (See Course Repeat Policy 700.18)

*When repeating a course, the highest grade will be used to compute the student's GPA and the student may submit a request to the registrar for a GPA recalculation. (See Course Repeat Policy 700.18)

GRADE POINT AVERAGE CALCULATION

Academic progress will be evaluated in terms of grade point average. The following system will be used to establish a student's grade point average and will be the only grades included in the GPA calculation:

A = 4 grade points per credit

B = 3 grade points per credit

C = 2 grade points per credit

D = 1 grade point per credit

F = 0 grade points per credit

A grade point average (GPA) is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than the usual A - F grades.