Grading and Grade Submission Policy

POLICY: Grading and Grade Submission			
POLICY NUMBER:	600.17.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	7/21/2020		
EFFECTIVE DATE:	7/21/2020	**REVIEW DATE:**	July 2020
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,			

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 must be updated prior to the seventh week of the semester to ensure for an early warning system and student services intervention if needed. However, it is expected that faculty will periodically update grades and provide constructive feedback in a timely manner. Each faculty member is allowed to determine the appropriate criteria to assign grade-level values to assignments in accordance with the approved, posted syllabus. Final grades are due the Monday following Finals Week.

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)

*S = Satisfactory Completion
*NS – Not Satisfactory Completion

S and NS will only be used in extenuating circumstances and will be offered as an option to students impacted by the COVID-19 pandemic as an option for students to select. If a student selects a S/NS option, the S will replace any grade of D- or better. NS would replace an F grade. Credits for the S options will apply, but neither the S nor NS will compute in a student's GPA.

*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.