

# CCS Administrative Procedure

## 4.40.01-A Grades

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### Implementing Board Policy [4.40.01](#)

Contact: Provost, 434-5060

SCC Vice President of Instruction, 533-7075

SFCC Vice President of Learning, 533-3538

### 1.0 Purpose

The Community Colleges of Spokane (CCS) grading system provides a permanent record of grade evaluations that reflect, in various ways, successful course and program completion. Students enrolled in degree and certificate programs are expected to demonstrate satisfactory academic progress as outlined in [Administrative Procedure 4.40.02-A](#) – Academic Standards.

### 2.0 Limitations and Requirements

2.1 The colleges operate on a quarter system.

2.2 The quarter hour of credit is the unit of instruction.

### 3.0 Grade Legend

Grades at CCS are reported in numerical fractions to the nearest tenth. The numerical grades are based on the letter grade system used prior to the 1986-87 academic year, and general equivalents are as follows:

Numeric Grade	Letter Grade Equivalent
3.8-4.0	A (superior achievement)
3.5-3.7	A-
3.2-3.4	B+
2.9-3.1	B (above average achievement)
2.6-2.8	B-
2.3-2.5	C+
2.0-2.2	C (average achievement)
1.6-1.9	C-
1.3-1.5	D+
1.0-1.2	D (minimum achievement)
Less than 1.0	F (failure)

Symbol	Definition
I	Incomplete
N	Audit
P	Pass
F	Fail
W	Official Withdrawal
Z	Special Withdrawal
*	Missing Grade

### 4.0 Grade Symbols

Grade symbols are assigned under the following conditions.

- 4.1 **Incomplete (I)** — 0.0 grade points; no credit. Incomplete grades “I” may be issued only to those students whose work to date is passing but not completed at the end of the quarter. All “I” grades issued by an instructor should be accompanied by an “Incomplete Contract.” All incompletes must be made up prior to the official end of the next quarter with the following exceptions:
- 4.1.1 “I” grades earned spring quarter must be made up prior to the official end of fall quarter.
  - 4.1.2 “I” grades issued to students in the career and technical division of the college are to be made up according to a special schedule developed by the department chair and the chief academic officer.
  - 4.1.3 An incomplete that is not made up will default to the decimal grade listed on the Incomplete Contract.

- 4.2 **Audit (N)** — Special registration. 0.0 grade points; no credit.
- 4.3 **Pass (P)** — 0.0 grade points; credit not calculated in GPA. A passing grade may be issued in certain pre-designated courses or experience-related evaluations for credit rather than the regular grading system. Courses designated with a pass/fail option must be approved by the College Curriculum Committee prior to the beginning of a course.
- 4.4 **Fail (F)** — 0.0 grade points; credit calculated in GPA. Courses designated with a pass/fail option must be approved by the College Curriculum Committee prior to the beginning of a course.
- 4.5 **Official Withdrawal (W)** — 0.0 grade points; no credit. All official withdrawals “W” prior to the seventh week of the quarter are the sole responsibility and prerogative of the student and must be initiated and completed by the student. Withdrawal can be requested by completing CCS form [40-133](#).
- 4.5.1 The official withdrawal date for summer quarter will be prorated accordingly.
- 4.5.2 To prevent a “W” grade showing on the student transcript, the student must drop the class or withdraw completely by the tenth day of the normal quarter, eighth day for summer quarter. Short courses will be prorated accordingly.
- 4.5.3 Exceptions to the refund policy will be considered only if, in the judgment of the college, an extreme hardship has been caused by illness, hospitalization, or military transfer. Students seeking an exception to the refund policy should contact the Registrar’s office to inquire about the prerequisites and required forms.
- SCC Registrar’s Office: 509-533-7047  
SFCC Registrar’s Office: 509-533-3674
- 4.6 **Special Withdrawal (Z)** — 0.0 grade points; no credit. All withdrawals of this type must be designated by the instructor on the regular grade sheet at the end of the quarter.
- 4.6.1 After consultation with the student prior to the end of the quarter, the faculty member may agree to grant a special withdrawal on the last day of the quarter. The decision to grant the special withdrawal is to be based on what is best for the student in light of his or her educational objectives.
- 4.6.2 In the event that a student enrolls for a class and stops attending, a special withdrawal may be granted only by the instructor on the last day of the quarter.
- 4.6.3 Students meeting attendance requirements of the instructor but doing failing work may be given a special withdrawal by the instructor. This must be changed by the instructor to a regular academic grade reflecting proper achievement level if requested by the student prior to the official end of the next quarter.
- 4.6.4 The faculty member is under no obligation to agree to grant a special “Z” withdrawal.
- 4.6.5 Only faculty may change a “Z” grade to a decimal grade by delivering a signed grade change form to the transcript area at SCC and the Admissions/Registration Office at SFCC.
- 4.7 **Missing Grade (\*)** — No grade received from faculty.

## 5.0 Academic Standards Requirements for “W” and “Z” Withdrawals

The following schedule applies to any combination of two or more “W” or “Z” symbols and will have a bearing upon academic standard requirements:

- 5.1 First quarter—two or more—academic warning.
- 5.2 Second quarter—two or more—academic probation.
- 5.3 Third quarter—two or more—approval required prior to registration.

## 6.0 Grade Point Average (GPA)

Grade point averages are calculated by dividing grade points earned by the credit hours attempted. The following is an example of a grade-point average computation:

Credit Hours		Grade Points		
Attempted		Grade	=	Earned
5	x	3.0	=	15.0
3	x	4.0	=	12.0
4	x	2.0	=	8.0
5	x	1.0	=	5.0
1	x	0.0	=	0.0
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18				40.0
<i>Dividing 40.0 by 18 computes to a grade-point average of 2.22.</i>				

## 7.0 Grade Report

- 7.1 Grade/transcript information will be released to students seven days after the end of each quarter via the college Internet [website](#). Students may also access the information via a campus/center, computer or kiosk.
- 7.2 Grades/transcripts may be withheld if the student has a financial obligation to the college, which may include loans, library fines or delinquent fees

## 8.0 Class Final Clerical Errors

- 8.1 The college will correct any clerical errors affecting a student's grade and notify the student.

## 9.0 Student Final Class Grade Appeal

As outlined in Administrative Procedure 3.40.01-D Student Concerns, student grade appeals are not covered under the Student Concerns Procedure. Students are encouraged to appeal grade changes as soon as possible. The process must be initiated no later than the tenth instructional day of the following quarter, excluding summer quarter. Students who wish to appeal a final class grade should follow the steps below.

- 9.1 Step 1: the student communicates with their instructor and describes their grading concern. There is no need for further action if the concern is resolved at Step 1.
- 9.2 Step 2: the student appeals to the appropriate division dean utilizing the Grade Change Request form. There is no need for further action if the concern is resolved at Step 2.
- 9.3 Step 3: if the issue is not resolved, the student may appeal to the Chief Academic Officer. The Chief Academic Officer is the Vice President of Instruction at SCC and the Vice President of Learning at SFCC. The Chief Academic Officer's response will be the college's final response.

## 10.0 Grade Change Under Extraordinary Circumstances

Under extraordinary circumstances, or in the absence of an instructor, the chief academic officer can allow an appeal after the tenth instructional day of the following quarter, and will make a good faith effort to arrive at an appropriate grade.

## 11.0 Grade Forgiveness

- 11.1 Students may request grade forgiveness once during their enrollment.
- 11.2 In order to be eligible for grade forgiveness, student must meet all of the following conditions
  - 11.2.1 Students who are currently enrolled at SCC or SFCC.
  - 11.2.2 Return after an absence of at least 3 years.
  - 11.2.3 Subsequently maintain a quarterly 2.0 or better GPA in each quarter of enrollment.
  - 11.2.4 Earn at least 24 decimal grade credits since returning.
  - 11.2.5 Not withdraw from more than five (5) credits in any quarter since returning.
- 11.3 Approved petitions for grade forgiveness can only be for a complete quarter or quarters. Individual course grades within a quarter cannot be forgiven.
- 11.4 Forgiven grades remain on the student's transcript but will not be calculated in the student's cumulative grade point average. Approved grade forgiveness does not affect the student's satisfactory academic progress for financial aid purposes. Please see Section 12.0 below.

## 12.0 Satisfactory Academic Progress

- 12.1 To be eligible for federal, state, and institutional financial aid, students must maintain Satisfactory Academic Progress.
- 12.2 Satisfactory Academic Progress will be evaluated each year at the time of the initial financial aid award and each quarter the student is enrolled.
- 12.3 Satisfactory Academic Progress will be evaluated for the most recent quarters attended at SCC, SFCC, or both and applies to all periods of enrollment whether or not the student previously received financial aid.

## 13. Contacts

Vice President of Instruction, SCC	509-533-7075
Vice President of Learning, SFCC	509-533-3538
Vice President of Student Services, SCC	509-533-7015
Vice President of Student Services, SFCC	509-533-3514

## 14.0 Related Information

- 14.1 Student Grade Change Request Form ([CCS 40-338](#))
- 14.2 Grade Forgiveness Petition Form ([CCS 40-225](#))