GRADING STANDARDS

6.11510 OP
OPERATIONAL

OVERVIEW

This operational procedure establishes the specific processes for implementing grading standards, including grade options, grade point calculations, and final assessment requirements.

ALTERNATIVE GRADE OPTIONS

When alternative grade options are used, they should follow these processes:

Satisfactory-Unsatisfactory Option
Students may elect the satisfactory-unsatisfactory grading option under the following conditions:

- Limited to one course per term, excluding courses below 100-level
- Maximum of fifteen (15) credit hours with satisfactory option may be applied toward a degree
- Application must be made through the registrar's office before the end of the first quarter of the course

Incomplete Grade Option
When a student performing at a satisfactory level documents a reason acceptable to the instructor for not completing assigned work before course conclusion, an "I" grade may be assigned under these conditions:

- For “I” grades assigned in the fall semester, all assignments must be completed by the end of the spring semester immediately following. For “I” grades assigned in the spring or summer semester, all assignments must be completed by the end of the fall semester immediately following.
- A grade must be submitted by the instructor to the registrar.
- The "I" grade will automatically become an "F" if work is not completed within the specified timeframe.

Audit Option
Students may audit courses under the following conditions:

- Credit may not be earned for an audited course
- Decision to audit must be made at registration
- No changes from audit to credit-bearing status after registration

GRADE POINT AVERAGE COMPUTATION

The registrar shall calculate semester and cumulative grade point averages each semester to include on students’ official transcripts. Grade point averages include all hours taken at MCC with the following exceptions:

- Omits courses with grades of W, P, I, S, U, or AU
- Includes only the grade received the last time a course was taken
- Omits courses excluded under academic renewal provisions

FINAL EXAMINATIONS AND ASSESSMENTS

The final examination schedule for each campus will be published each term to the college website. Final examinations shall be administered according to the established final examination schedule. Two hours are allowed for each final exam. Other final course components may be scheduled and administered by the course instructor according to course requirements.

Students who have a conflict in exam times or have three or more final exams scheduled on the same day may arrange to reschedule one of them with the permission of the instructor.

In the event a student does not complete a scheduled final examination or final course component, the instructor may:

- Record an "F" grade
- Record an "Incomplete" grade
- Allow a make-up opportunity in extraordinary circumstances

PROCEDURE MODIFICATION

This procedure must be reviewed regularly by the chief academic officer at a minimum of every five years.

ENFORCEMENT

This operational procedure and applicable regulations shall be strictly enforced. Violations may result in disciplinary action up to and including termination.

VALUES ALIGNMENT

Integrity, Learning, Excellence

NOTIFICATION

The responsible officer will ensure districtwide communication is made within 30 days of approval through the college-wide communication platform available.

REFERENCE

6.10000 BP Academic Standards
6.11500 DR Grading Standards
6.10014 DP Academic Forgiveness