

**Policy Name:** Grading Policy

**Policy Number:** A-9

**Functional Area(s) Responsible:** Academic & Student Affairs

**Owner(s) of Policy:** Academic & Student Affairs

**Most Recent BOT Approval Date:** September 9, 2024

**Most Recent Review Date:** Spring 2024

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

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### **Policy Statement:**

Finger Lakes Community College shall provide a clear and consistent procedure for assignment and recording of grades as well as provide an explanation of all symbols used in the grading process. Authority and responsibility for assigning and changing grades rests with the course instructor of record within the context of institutional policies and procedures and consistent with the academic freedom of institutions of higher education to set standards.

FLCC's grading policies and procedures are developed, reviewed, and updated as part of a collaborative effort of academic administrators and appropriate governance bodies and are consistent with campus policies on academic honesty and integrity.

Grading procedures shall be readily available to the entire campus community online and/or in catalogs and handbooks. Grading procedures shall be clear, consistent, and widely disseminated, and must contain due process for student appeals of grades.

### **Grade Assignment**

The instructor of record has the authority and responsibility to assign or change a grade because of that individual's unique position to evaluate a student's performance. When the instructor of record is not available to perform grading responsibilities within a reasonable timeframe, the academic department chair will designate qualified and discipline-specific faculty to assign or change grades in a manner consistent with the principles outlined below.

Grades should reflect levels of student achievement on student learning outcomes and standards presented to students in the course outline at the beginning of a course. Students should receive timely, formative feedback as early as possible during a course so they can gauge their progress and have an opportunity to improve their performance before receiving a final, summative grade. Clear, written policy statements regarding how grades are calculated should be included on each course outline.

Faculty must retain academic records they used to determine grades for a timeframe consistent with the College's Records Retention policy. All employees of the college must conform to the privacy requirements in the Family Educational Rights and Privacy Act of 1974 (FERPA) when dealing with student grades.

### **Reason(s) for Policy:**

The purpose of grades is to communicate the instructor's evaluation of student performance in terms of student learning outcomes and standards of achievement. The assignment of grades based on the evaluation of student work is at the heart of an educational institution's academic integrity.

### **Applicability of Policy:**

All employees in the Academic and Student Affairs as well as the Enrollment Management division must be familiar with this policy and procedures.

**Definitions:**

- None

**Related Documents:**

- Family Educational Rights and Privacy Act of 1974 (FERPA)
- SUNY Records Retention Policy
- Course Drop and Withdrawal Policy
- Credit for Prior Learning Policy
- Administrative Withdrawal Policy
- FLCC Catalog Procedures:
  - Incomplete Grade
  - Final Grade of F for Academic Dishonesty
  - Grading System and Grade Point Average Calculation
    - College Catalog:
    - Grading System
    - Grade Point Average
  - Degree and Certificate Policy
  - Auditing Courses Policy

**Procedures:****Awarding of Initial Grade**

For each course section offered, a faculty member is designated the instructor of record. The instructor of record submits grades in accordance with instructions and established academic calendar deadlines communicated by the Student Records Office. Should the instructor of record not be available to perform grading responsibilities, including resolution of incomplete grades, grade changes, and other roles outlined below, the academic department chair will designate qualified and discipline-specific faculty to act in their place.

**Grades Assigned by Instructor of Record**

The following grades, as well as plus and minus grades, are awarded in credit courses for which quality points are computed. Developmental courses are not used in calculating semester or cumulative GPAs and are not applicable toward graduation but follow all other procedures.

A: An honor grade given for work of excellence and distinction

B: Represents work of consistently high quality

C: Represents work of average quality within broad ranges that meet the essential requirements of the course

D: Indicates some evidence of accomplishment meeting the minimum requirement for the award of course credit.

F: Student's academic accomplishment does not meet minimum requirements for the awarding of course credit

The following grades are available only for those courses designated as being graded on a satisfactory/unsatisfactory grading scheme:

S: Satisfactory completion of the course requirements

U: Student's academic accomplishment does not meet minimum requirements for the awarding of course credit

I - Incomplete: This temporary grade indicates that a student was unable to complete a small portion of the course work by the end of the semester due to extenuating circumstances. This grade is assigned at the discretion of the instructor by following the procedure outlined below. The deadline for completing incomplete work is at the instructor's discretion but will not exceed one calendar year. After the student has completed the work, the instructor of record follows the standard Change of Grade procedure to change the "I" to the appropriate grade. After grades are transcribed, an I - Incomplete may be assigned through the completion and processing of an Incomplete Grade Contract with the addition of the standard grade change process. The student will be notified when any grade change occurs.

1. The instructor of record determines the grade earned as of the end of the term for the course. This earned provisional grade is entered electronically along with other final grades.
2. The instructor of record completes an Incomplete Grade Contract in consultation with the student. The Incomplete Grade Contract must include:
  - a. The student's responsibilities for successfully completing the course requirements.
  - b. The date by which the student must complete the contract. The date cannot exceed one calendar year from the end of the semester/term in which the Incomplete was awarded.
  - c. The earned provisional grade, and a statement explaining the Incomplete will automatically be changed to the earned grade if the student fails to complete the course requirements within the agreed upon time.
3. The instructor of record and the student must sign or otherwise record approval of the contract, agreeing to the terms.
4. The instructor of record submits the contract to the AVP of Instruction for processing.
5. Any changes to the Incomplete Grade Contract must be re-submitted to the AVP of Instruction.
6. The AVP of Instruction sends the form to the Registrar. The Registrar changes the provisional grade to an "I" during the grading process. The Incomplete Grade Contract must be received by the Student Records Office before final grades are due in order for an I to be transcribed in the place of the provisional grade.
7. The instructor of record follows the standard Change of Grade procedure when the student successfully completes the course requirements.
8. If an "I" has not been changed within 30 days following the deadline for completion included in the Incomplete Grade Contract, it will be administratively changed by the Student Records Office to the earned grade as reported in the Contract.
9. The student will be notified of any grade change, including an "I" to an earned grade, by the Student Records office.
10. All documents will be retained by Student Records and stored in accordance with the record retention policy.

#### Academic Dishonesty Assignment of a Final Grade of "F"

Consequences for violations of academic honesty will be determined by the instructor and may range from a warning to receiving an "F" in the course, and/or a Code of Conduct charge being filed. As per Course Outline Template faculty members should note course specific requirements in their outline. As soon as the violation has occurred the faculty member should complete the Academic Dishonesty form if they want the institution to take note of the misconduct. Students who have been assigned a grade of "F" for academic dishonesty will not be permitted to change that grade by withdrawing from the course.

1. The instructor of record who wishes to assign an "F" for Academic Dishonesty will fill out the Assignment of a Final Grade of "F" for Academic Dishonesty form.
2. The instructor of record will submit the form to the AVP of Instruction for signature.
3. The AVP of Instruction will submit the completed form to Student Records for processing.
4. All documents will be retained by Student Records and stored in accordance with the record retention policy.

#### Symbols Not Assigned by the Instructor of Record

*AU - Audit:* Auditing a course allows a student to take a course while receiving neither a grade nor credit. A student who audits a course does so for the purposes of self-enrichment and academic exploration. Audited courses will be transcribed with an AU grade and will not be used to calculate GPA.

*T – Transfer Credit:* A T symbol is used on some internal reports to indicate credit applied to an FLCC degree which was earned through an external source, including transfer credit from other colleges, credit by exam, portfolio review, or other prior learning experiences. Grades are not recorded for such credit on official transcripts, and do not affect GPA.

*W - Official withdrawal:* Official withdrawals are initiated by the student. Withdrawal from a course or courses before 20% of the scheduled meeting time has passed will result in no transcript record. W symbol will not be used to calculate GPA.

*AW – Conduct Withdraw:* According to the Student Code of Conduct, should a student be sanctioned for conduct reasons leading to a suspension or dismissal before completion of his/her current term/semester, a symbol of AW will be recorded for all courses affected. Like the W symbol, courses in which a student received an AW symbol will not be used to calculate GPA.

*MW – Medical Withdrawal:* indicates that a student withdrew from some or all courses for a given semester for documented medical or psychological reasons, a symbol of MW will be recorded for all courses affected. Like the W symbol, courses in which a student received an MW symbol will not be used to calculate GPA.

*X - Administrative Withdrawal:* indicates that a student was administratively withdrawn for failing to provide proof of immunity as required by NYS Public Health Law 2165. An X symbol will not be used to calculate GPA.

**Grade Point Average** (*To be included in College Catalog*)

The cumulative Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the total credit hours with grade points. Credit hours for courses with a grade of “F” are added into the total number of credit hours for calculation of the GPA. All grades carrying grade points are used in calculation of the GPA. In the case of repeated courses, the higher grade is used to calculate the GPA. Developmental courses are not used in calculating semester or cumulative GPAs.



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<i>Grade</i>	<i>Grade Points</i>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The following grades and symbols will not be used in calculation of the GPA:

<i>Grade/Symbol</i>	<i>Grade Points</i>
S	N/A
U	N/A
W	N/A
AW	N/A
MW	N/A
I	N/A
X	N/A
AU	N/A

**Forms/Online Processes:**

None

**Appendix:**

None