SLCC

SOUTH LOUISIANA COMMUNITY COLLEGE

POLICY NUMBER: IS-127
POLICY AND PROCEDURES MEMORANDUM

Title: SLCC Policy on Grades	
Effective Date:	**08/15/2022**
Date of Last Revision:	**06/10/2022**
Review Date:	**06/23/2022**
Approval Date:	**07/06/2022**
Cancellation:	**N/A**
Office:	**Academic Affairs**

SLCC Policy on Grades

Policy

Grading System

Faculty members are expected to inform students in writing of the procedure used to determine the final grade, along with the approximate weights in course syllabi, which should be distributed within the first week of classes. After the award of a final grade, students have the opportunity to engage in either or both an informal and a formal grade review procedure to address concerns. This procedure follows the College's grade review and appeal procedure, detailed in the SLCC catalog. Unreturned examinations and unclaimed student graded materials are kept on file for 12 months following the conclusion of a course. If the faculty member leaves the College during this period, these materials will be accessible in the office of the appropriate Division Dean. After 12 months, all unreturned or unclaimed student materials are securely destroyed.

The grade points assigned to each grade are used to determine the number of grade points earned for each course a student completes. Grade points earned for each course are determined by multiplying the number of grade points assigned to each letter grade by the number of credit hours the course carries.

A student may withdraw/drop a course or resign from the College within the add/drop period of the semester enrolled without any grade or notation being made on his/her permanent record. After the add/drop period, a "W" will be assigned until 50% of the semester is completed, after which, an "F" or "FS" will be awarded.

Final grades are reported for each student for every course undertaken according to the following grading system:

Letter Grade	Description	Percentage Grade *	Quality Points per Credit Hour
A	Highest Degree of Excellence	90% - 100%	4
B	High Degree of Excellence	80% - 89%	3
C	Satisfactory	70% - 79%	2

D	Unsatisfactory for Core Program Credits or Transfer / Satisfactory for SLCC Elective Credits	60% - 69%	1
F	Failing	59% - Below	0
FS	Failure- Stopped Attending	59% - Below	0
W	Withdrawn		
I	Incomplete		
P	Passing		
AU	Audit		
R	Repeated Course		

For students in the PN or RN Nursing program the grading scale for specific courses in these programs is as follows: A 94% - 100%, B 88% - 93%, C 80% - 87%, D 70% - 79%, F 69% - below.

Certain final letter grades are governed by specific guidelines. These are detailed following:

"D" – Eligibility for non-core, non-transfer elective credits
Grades of "D" are not typically transferable – they will most likely be not accepted in transfer at other institutions and SLCC does not accept grades of "D" in transfer into SLCC programs. Grades of "C" or better are required on SLCC program core courses (ex. ENGL 1010 or MATH 1105), but a "D" is acceptable towards SLCC degree credit for non-core courses.

It shall be the responsibility of the appropriate Academic Dean to designate what is "core" in individual degree programs, including the AGS and other specified Associate Degrees. These core courses/requirements are published in the College Catalog and on program degree plans and will be updated on a yearly basis.

It shall be the responsibility of the Program Coordinators and Academic Deans to identify and approve all Degree audits and to verify the acceptance of "D" credits in non-core and elective slots as appropriate.

"FS – Failure – Stopped Attending
This grade is given when the student stops attending before the culminating academic experience of the course, i.e., final exam, final paper, etc., but does not officially drop a course for which they officially registered and attend/participated in at least once. FS counts as an F in the GPA. In addition, the last date of attendance/participation indicated is recorded on the student's academic record.

"W" - Withdrawn
A grade of "W" indicates the resignation or cancellation of the student from the College or the dropping of a course prior to or by the deadline printed in the Schedule of Classes. The course and grade of "W" will be posted to the student's permanent record but will not be included in the calculation of the semester or cumulative averages. Students are cautioned that withdrawal from courses may impact their financial aid and eligibility for other services (e.g., insurance coverage).

"I" - Incomplete
A student who is passing but, due to circumstances beyond their control, does not complete the prescribed course work may receive the grade of "I" at the discretion of the Instructor. As a course grade, the "I" yields neither credit nor quality points applicable toward a degree. The grade of "I" may be converted to a grade of "A", "B", "C", "D", or "F" upon the successful or unsuccessful completion of course requirements, as specified by the Instructor, and only upon submission by the instructor of an official change-of-grade form. The grade of "I" must be converted to a substantive grade at the earliest possible time in the following semester. This, ideally, is within the add/drop period; however, the last day to

convert a grade will be the last day of the semester. After that time, the "I" will be automatically changed to an "F". In the event the grade of "I" is changed to an "F", the student's academic status may change. If an automatic grade of "F" causes an academic suspension, the student will be allowed to complete the semester on probation. Any credits earned during a summer session will also be granted.

Extenuating circumstances such as prolonged medical problems, serious accidents, death in the immediate family, or special circumstances concerning the course itself may permit the extension of the deadline for the completion of an "I" grade. The request for such an extension must be initiated by the student and must be signed by the Instructor and the appropriate Division Dean.

"P" - Pass
The grade of "P" is used to show the achievement of the student in by-passed courses and may be applicable to some clinical/lab courses. It is also used to indicate credits earned through certain non-traditional sources (e.g., advanced placement, credit by examination and certain military experiences). The credit hour value of such a course is counted as hours earned and may be applicable toward a degree, but it is not used in computing the semester and cumulative averages.

"AU" - Audit
The grade "AU" signifies that the course has been audited. No credit is earned, and the semester hour value is not used in computing the semester and cumulative averages. Students exceeding the instructor's absence policy or not participating in all course activities may be given a grade of "W" instead of "AU".

"R" - Repeat
The letter "R" (which appears only on a student's permanent record or a transcript) indicates that a course so marked has been repeated. This grade is assigned based on the College's repeat/delete policy as outlined in IS-113.

Other Grades that may appear on the Academic Transcript
Other Grades are used by the College to indicate specific course outcomes on an academic transcript. The following table provides a summary of these notations and associated quality points. A definition of each grade follows.

Letter	Description
T	Transferred Grade
S	Satisfactory
U	Unsatisfactory
CR	Credit
NC	No Credit
NR	No Grade Reported
P	Not Passing

Final Examinations and Final Grade Reports
Final examinations are generally required in all courses and shall be held at the end of each semester and summer session in accordance with the published schedule. A student absent from a final examination because of illness or other valid reason may be allowed to take a special examination upon the approval and at the convenience of the student's Instructor.

A final grade is awarded in each course for which a student is officially registered at the end of each semester and summer session. This grade is recorded in the Registrar's Office and becomes a part of the student's permanent record. Final grades will be made available online to each student at the conclusion of each semester and summer session.

For the correction of any error made in the reporting of course grades, the student should apply to the Registrar. If an error is one of transcription, it can be corrected by the Registrar. If the error was made by an Instructor, a Grade Change Form must be submitted to the Registrar with the correct grade and the signatures of Department Chair and Division Dean in order to make the corrective changes in the student's record.

Except in cases of error, no Instructor may change a grade which s/he has submitted to the Registrar. If a student finds omissions or possible errors in his/her grade report, s/he should request a review of his/her record by the Registrar no later than the last day of the student's next semester in residence and in no case after a lapse of one year.

Change of Grade

After a grade is recorded in the Registrar's Office, it can be changed only upon certification by the Instructor on the proper form obtained from the SLCC website and only with the Dean's approval. A grade of "W" entered on a student's permanent record can only be changed or withdrawn from the record in extra ordinary circumstances by the Vice Chancellor of Academic Affairs.

SLCC reserves the right during emergency situations to provide a temporary addendum to the IS-127 - Policy of Grades. Addendum will detail out the policies and procedures regarding grades and will be on file in the Office of Academic Affairs and the Registrar's Office. In addition, these policy changes will only require the approval of the Vice-Chancellor of Academic Affairs and the Chancellor.

Attachments
N/A

Reference:
N/A

Policy Reference:
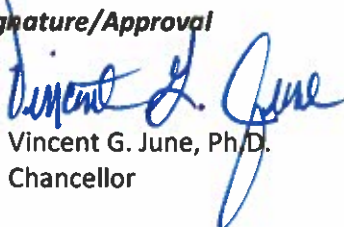LCTCS Quality Point System Policy #1.008
https://www.lctcs.edu/wp-content/uploads/2018/02/1008_Quality-Point-System_12022016.pdf

Review Process:

	Reviewing Committee/Entity	**Review Date(s)**	**Approval Date**	**Effective Date**
x	*Committee for Institutional Policy Review*	05/02/2018 06/06/2022	02/28/2019 06/10/2022	n/a
x	*Executive Committee*	03/07/2019 04/09/2020 06/23/2022	03/07/2019 04/09/2020 07/06/2022	**Fall 2022**

Chancellor's Signature/Approval

SIGNATURE: *[signature]*   DATE: 7/6/22

Vincent G. June, Ph.D.
Chancellor

Final Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review