

## IHCC Policy 3.13 Grading

### Part 1. Policy Statement

The grading policy establishes a standard system of recording final course grades. Faculty members determine their course grading practices, based on criteria such as student performance and attendance, with methods stated on approved course outlines.

### Part 2. Administration of Grades

Grading is the responsibility of the assigned instructor. Final grades must be in posted status no later than noon on the third business day after the final day of the semester. Final grades must be recorded by instructors through the faculty portal of the student information system, except when submitting grades of I or AU, or when submitting grade changes; these grades are submitted to the Registrar for posting.

### Part 3. Grading Symbols and Descriptors

Grade Symbol	Grade Points	Description
<b>A</b>	4.00	Denotes superior achievement
<b>B</b>	3.00	Denotes above-average achievement
<b>C</b>	2.00	Denotes average achievement
<b>D</b>	1.00	Denotes below-average achievement
<b>F</b>	0.00	Denotes failure to achieve
<b>FN</b>	Excluded from GPA	Denotes a faculty-initiated withdrawal (student never attended)
<b>FW</b>	Excluded from GPA	Denotes a faculty-initiated withdrawal (student partially attended) after the last day to drop the course, but before 80% of the course has elapsed
<b>U</b>	0.00	Denotes a college-initiated withdrawal
<b>I</b>	Excluded from GPA	Denotes incomplete work
<b>W</b>	Excluded from GPA	Denotes student-initiated withdrawal after the last day to drop the course, but before 80% of the course has elapsed
<b>P</b>	Excluded from GPA	Denotes achievement in a course at the level of "C" or higher
<b>NC</b>	Excluded from GPA	Denotes no credit granted
<b>AU</b>	Excluded from GPA	Denotes audit or registration for a class without the intention of earning credit
<b>Z</b>	Excluded from GPA	Denotes in-progress course
<b>CC</b>	Excluded from GPA	Denotes in-progress concurrent enrollment course

### Part 4. Grade Point Average

Grade point average (GPA) is the quotient of the student's grade-point total divided by the number of grade-point credits attempted. Grades of FW, FN, NC, I, W, P, AU, and CC are not considered in determining grade-point average. Credits that are accepted in transfer from other colleges are not included in the calculation of the Inver Hills grade point average.

### Part 5. Grading Options

#### Subpart A. Grading in Developmental Courses

All developmental courses — courses numbered below 1000 — are graded on a scale of A-B-C-D-NC.

#### **Subpart B. Pass/Fail Grade**

A student may request to enroll in a course on a pass/fail (P/F) grading basis by submitting the Optional Grade Request Form before the tenth business day after the start of the course. Not all courses are approved for pass/fail. To earn a grade of P, the student must achieve at the level of a C grade or higher. Some special topics courses, workshops and seminars are offered only on a P/F basis. These are indicated in the class schedule and/or course syllabus. Credits with a grade of P count toward graduation but are not used in computing grade-point average.

#### **Subpart C. Auditing Classes**

A student may request to enroll in a course on an audit (AU) grading basis by submitting the Optional Grade Request Form before the tenth business day after the start of the course. Students auditing a class are not required to take tests and/or examinations or to prepare other written assignments. However, students are expected to conform to regular classroom rules including attendance and discussion. Auditors pay full tuition, but no credits are earned for the audited class. Students may not change to credit registration after completing the course. A grade of AU is automatically recorded by the Registrar at the time the request is submitted to the Enrollment Center.

#### **Subpart D. Pass/No Credit Grade**

Pass/no-credit (P/NC) grading is designated for Prior Learning Assessments and for locally administered Credit by Examination. The college determines which courses may be graded P/NC.

#### **Subpart E. Incomplete Grade**

A grade of “I” (incomplete) may be given only at the student’s request and with the instructor’s approval. A student may request a grade of incomplete when coursework has been satisfactory, but the student is unable to complete all course requirements before the end of the course due to extenuating circumstances. Coursework must be completed and a grade submitted to the Enrollment Center by a mutually agreed-upon date, not to exceed the end of the following semester (excluding summer session). A grade of F is recorded if this deadline is not met.

### **Part 6. Grade Changes**

The original grade (other than an incomplete) remains on the student’s record unless a Grade Change Form is submitted to the Enrollment Center by the instructor. Grade changes — other than those precipitated by technical recording errors — are not considered more than six weeks after the scheduled completion date of the course.

### **Part 7. Repeating Courses**

When a course is repeated, both the original and repeated grade and attempted credits appear on the student record and transcript. Only the highest grade is included in GPA and credit completion calculation, unless the course is listed as repeatable for credit in the course catalog; in this case both grades are included in GPA calculation.

**Related Documents:**

- [IHCC Policy 3.11 Retroactive Withdraw](#)
- [IHCC Policy 3.61 Student Class Attendance](#)
- [IHCC Policy 3.6.2 Academic Renewal](#)
- [IHCC Policy 3.85 Grade Appeals](#)

**Responsible Administrator:****Policy History:**

- Date of Adoption: 7/21/2020