

GRADING SYSTEM

GRADE LEGEND

Grades at Community Colleges of Spokane 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:

<u>Numeric Grade</u>	<u>Letter Grade Equivalent</u>	<u>% To Grade Point Conversion Table</u>		
3.8-4.0	A (superior achievement)	95-100 = 4.0	82 = 2.7	69 = 1.4
3.5-3.7	A-	94 = 3.9	81 = 2.6	68 = 1.3
3.2-3.4	B+	93 = 3.8	80 = 2.5	67 = 1.2
2.9-3.1	B (above average achievement)	92 = 3.7	79 = 2.4	66 = 1.1
2.6-2.8	B-	91 = 3.6	78 = 2.3	65 = 1.0
2.3-2.5	C+	90 = 3.5	77 = 2.2	64 = 0.0
2.0-2.2	C (average achievement)	89 = 3.4	76 = 2.1	
1.6-1.9	C-	88 = 3.3	75 = 2.0	
1.3-1.5	D+	87 = 3.2	74 = 1.9	
1.0-1.2	D (minimum achievement)	86 = 3.1	73 = 1.8	
0.0	F (failure)	85 = 3.0	72 = 1.7	
		84 = 2.9	71 = 1.6	
		83 = 2.8	70 = 1.5	

GRADE SYMBOLS

Explanation follows symbol.

I	Incomplete (instructor grade)
N	Audit (student initiated)
P	Pass (instructor grade, designated pass/fail classes)
F	Fail (instructor grade, designated pass/fail classes)
W	Official Withdrawal (student initiated)
Z	Special Withdrawal (instructor grade)
*	Missing Grade

Conditions under which they are assigned:

I Incomplete—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 must be accompanied by an “Incomplete Contract.” All incompletes must be made up prior to the official end of the next quarter. Exceptions: (1) “I” grades earned spring quarter must be made up prior to the official end of fall quarter, and (2) “I” grades issued to students in the professional/technical division of the college are to be made up according to a special schedule developed by the department chair and the vice president of instruction. An incomplete that is not made up will default to the decimal grade listed on the Incomplete Contract.

N Audit—Special registration. 0.0 grade points; no credit.

P Pass—0.0 grade points; credit not calculated in GPA. A passing grade may be issued in certain predesignated 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.

F Fail—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.

W Official Withdrawal—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. The official withdrawal date for summer quarter will be prorated accordingly. To prevent a “W” grade (withdraw) 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.

Z Special Withdrawal—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. 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.

In the event that a student enrolls for a class and never attends or stops attending, a special withdrawal may be granted only by the instructor on the last day of the quarter.

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. The faculty member is under no obligation to agree to granting a special “Z” withdrawal. 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 Office at SFCC.

* **Missing Grade**—No grade received from faculty.

CALCULATION OF GRADE POINT AVERAGE

Credit Hours				
<u>Attempted</u>		<u>Grade Earned</u>		<u>Grade Points</u>
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
18				40.0

Dividing 40.0 by 18 computes to a grade-point average of 2.2