

POLICIES AND PROCEDURES

Subject: Student Grading System Reference: B-XIV-c

Source: Vice President, Student Services Eff. Date: Spring 2005

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated Spring Semester, 2004.

Date: January 12, 2005

A college grade indicates the level of knowledge, understanding, and competence a student attains in relation to the objectives and subject matter of a course. This level is determined by the instructor's evaluation of the student's performance during the semester. A grade is assigned for each course in which a student is enrolled, and that grade is entered on the student's permanent record. Course grades may be accessed by calling the telephone registration system and following the prompts or by accessing the MCC Web page at www.mclennan.edu and selecting the Web Advisor link.

The following shall be the system used for reporting and evaluation student grades at McLennan Community College:

Grade in Course	Grade Level	Points Per Semester	College Hour
A EXCELLENT		4	
B GOOD		3	
C FAIR		2	
D POOR		1	
F FAILURE		0	
W WITHDREW - This grade is given for an instructor or student-initiated course withdrawal through the twelfth week of a semester (fourth week, summer day session; sixth week, summer nine week session). After the twelfth week or until the end of the semester (fourth week, summer day session; sixth week, summer nine week session), if a student withdraws from a college level course, the instructor will either assign a "W" if passing work was being accomplished or an "F" if the			

student was doing failing work. After the twelfth week or until the end of the semester (fourth week, summer day session; sixth week summer nine week session), if a student is allowed to withdraw from a developmental class, the instructor will assign a "W" if passing work was being accomplished or an "NC" if the student was doing failing work.

I INCOMPLETE - This grade is given when a course is incomplete because of a student's absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the "I" will be changed to an "F" and the course must be repeated if credit is to be given.

AU AUDIT - This grade indicates a course is taken for no credit.

Due to requirements of various accrediting agencies and the nature of clinical education, the policies of the Health Careers program may differ if approved by the Vice President, Instruction.

Grade points are earned in courses where grades of A, B, C, or D are made. While no (0) grade points are earned for courses in which an "F" is received, the semester hour value of such courses is included in the total number of semester hours attempted. To determine grade-point average, total all grade-points from all courses in which any of the preceding grades are given, and divide the total by the semester hours attempted.

When courses are repeated, the credit hours and grades points earned the last time the course is taken are counted toward computing the grade point average. If the course is identified in the catalog as repeatable for credit, all grades are included in the calculation of grade point averages. A punitive grade (F, WF) cannot be removed when a student enrolls in that course again and receives a withdrawal or incomplete grade. In this case, the first attempt will continue to be included in the overall grade point average.

The following grades may be assigned for Internships, Practicums, Special Projects, Seminars, CLEP Examinations, Credits by Examination, and other courses approved by the Vice President, Instruction:

CR CREDIT - No grade points are earned. This grade will be given when the student achieves the criteria established by the instructor for passing that specific course. Appropriate credit hours are earned.

NC NONCOMPLETION - No grade points are earned. This grade will be given when the student does not complete the criteria for the CR in the special courses listed above nor all of the modules required to complete a self-paced course. The student

must re-enroll in the course to receive credit. Grades in developmental courses will be A, B, C, or NC. No grade points are earned for any grade in a developmental course; appropriate developmental credit hours are earned.

Certain continuing education programs may use the student grading system of A, B, C, D, F, W, and I. A grade of D or F is not passing and the student will have to repeat the course for continuing education units. No grade points are earned for any grade in a continuing education course; appropriate continuing education units (CEU) are earned. The selection of continuing education programs to use the grading system and any exceptions are made at the discretion of the continuing education dean.

WARNING: It is recommended that students consult the catalogue of the four-year college to which they plan to transfer in order to determine the procedure and computations of grades and grade-point averages, as colleges may differ in their methods of computations. McLennan Community College moved to the four-point system effective Fall 1973. Grades earned prior to Fall 1973 are easily converted to the four-point system.