



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Student Assessment System	EGA - IV	6	8/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
E – Instruction	Academic Achievement: Grading and Credit	EGA	8/26/2025

## PROCEDURE

### A. ACADEMIC GRADING

#### Section I. Student Grading System

A college grade indicates the level of knowledge, understanding, and competence a student attains in relation to the objectives, learning outcomes, and subject matter of a course. This level is determined by the faculty member'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.

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

Grade in Course	Equivalency	Grade Points Per College Level Semester Hour
A	EXCELLENT	4
B	GOOD	3
C	FAIR	2
D	POOR	1
F	FAILING	0



**W WITHDRAWAL** - This grade is given for a student-initiated course withdrawal after the course census date through the 60% point in the semester or after the 60% point in the semester instructors may choose to withdraw students in accordance with the policies/guidelines of the class as outlined in the course syllabus. The instructor can choose to withdraw the student if the student is passing OR assign the final grade the student earned as of the end of the semester after grades have been updated to reflect missing 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 faculty. 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. For more information on Auditing, see the Section B Auditors of this procedure.

Due to requirements of various accrediting agencies and the nature of clinical education, the grading policies of the Health Professions programs may differ as approved by the Vice President of Instruction and Student Engagement.

The following grades may be assigned for developmental education, continuing education courses, internships, practicums, special projects, seminars, CLEP Examinations, credits by examination, and other courses approved by the Vice President of Instruction and Student Engagement:

**CR CREDIT** - No grade points are earned. This grade will be given when the student meets the criteria established by the faculty 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 CR or NC. No grade points are earned for any grade in a developmental course; appropriate developmental credit hours are earned.

Continuing education programs may use the student grading system of A, B, C, D, F, W, CR, NC and I. A grade of NC, 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 Dean of Workforce and Public Service.

## **Section II. Final Examinations:**

Each credit course conducted by the College will have a syllabus and instructor plan (IP) which will include a process for measuring learning outcomes. Included in that plan should normally be a final experience which may include a traditional final exam, projects, presentations, or other appropriate terminal evaluations. The final exam schedule should be used as a guide to honor both the student's and faculty's schedule. Exceptions to the final exam schedule may be necessary and should be determined early in the semester and communicated clearly on the syllabus and IP to the students with the approval of the appropriate Division Chair or Program Director and Dean.

The syllabus and IP for online courses will also include a similar process for measuring student learning outcomes that will fit within the normal instructional calendar. This may or may not include administering a final experience during the final exam week or no earlier than the last week of classes. Exceptions should be approved by the appropriate Division Chair, or Program Director, Dean, and Vice President of Instruction and Student Engagement.

## **Section III. Exemption from Final Examinations:**

Any syllabus and IP which include exemptions from the final examination or other final evaluation for good and sufficient reasons should receive approval from the appropriate Division Chair or Program Director and the Dean. Such plans should be approved prior to the first class day and specified in the syllabus and instructor plan.

## **Section IV. Grade Point Average:**

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) 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.

**WARNING:** Students should 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.

### **Section V. Grade Assignment:**

At the end of each semester or term, faculty shall assign a grade for each student enrolled in their classes, in accordance with the College grading system, and shall submit their grades in accordance with College procedure, for verification by the Office of Records and Registration. All grades are due by noon on the last Wednesday of the long semester for term graduate, noon on the last Friday of the long semester for non-graduates, and by noon on a designated day in the minimester and summer semesters. Public posting of grades is prohibited.

At the end of each course, continuing education instructors shall assign a grade for each student enrolled in their classes, and shall submit their grades in accordance with College procedure, for verification by the Office of Records and Registration. Continuing education course grades are due two working days after the course end date. Public posting of grades is prohibited.

If the faculty desires to change a grade originally assigned, the faculty may change the grade by submitting a Grade Change Request to the Office of Records and Registration within the next long semester immediately following the enrollment period during which the student was assigned the (original) grade. Grade change requests not submitted within the time limitations prescribed (above) or involving other unusual circumstances, will require the appropriate Dean's approval.

### **Section VI. Disposition of Conflicting Course Grade Reports**

In the event that conflicting grade reports for any given course should be submitted to the registrar within a given semester due to concurrent course enrollment and credit by examination, only one entry shall be made on the student's transcript as follows:

1. In cases of credit by examination (CR) coupled with failure to establish credit through regular course work (W or F), the transcript will show a single course entry a (CR) the operative grade for purposes of establishing credit and determining the student's grade point average.
2. In cases of credit by examination (CR) coupled with successful completion of the course through regular course work (A, B, C, or D), the transcript will show a single entry with a



grade selected by the student from these two alternatives. In such cases, the student should be presented the alternatives in writing, and a signed statement of selection should be obtained from the student and retained as part of the record in the Office of Records and Registration.

## **Section VII. Grade Change Appeal**

A student may appeal a grade within a period of one year from the day the class ends. Questions regarding potential grade errors should be directed to the faculty of record. Grade changes may be made by the faculty of record only or, in the absence of the faculty, the appropriate Dean. Grade appeals will not be considered after one year.

### **B. AUDITORS (STUDENTS ENROLLED ON “AUDIT” BASIS)**

An auditor is an observer in a college credit course and is subject to the same tuition and fees as if taking the course for credit. Auditors are not subject to the Class Attendance Policy nor do they receive college credit.

A course that has been audited must be repeated if credit is to be awarded. Auditors must be eligible for admission to the College; their names will appear on the class roll. Auditors are entitled to use laboratory equipment and supplies or participate in field work on a space available basis. The faculty, however, is not obligated to take any papers or examinations from the auditor.

Auditors must receive approval to audit courses from the appropriate division chair, who shall have the authority to grant permission to audit courses in their areas of responsibility. Lecture courses are the most appropriate for students to audit. Auditors may not be accepted in certain courses, due to lack of space, course prerequisites, entrance requirements for a particular program, or the amount of individualized instructional time required, such as in internship courses. Auditors may enroll in certain courses only during the class change process.

A student may change from credit to audit status, with the approval of the appropriate program director, coordinator, or division chair, provided the change is made before the twelfth class day in a long semester, or the fourth class day in a summer term.