



QUINSIGAMOND COMMUNITY COLLEGE

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MEMORANDUM

Date: February 11, 1997

To: The College Community

From: Sandra L. Kurtinitis, Ph.D.
President

Re: Adoption of New Grading Policy

The revision of Quinsigamond Community College's Grading Policy is complete. It has gone through several rounds of discussion at the division level, the Academic Affairs Committee, and the All-College Council. With this memo I am distributing the attached revision. This policy will be implemented in the Fall 1997 Semester. Many have been involved in refining our Grading Policy and deserve thanks for bringing closure to this discussion in timely fashion.

p.k.
Attachment

ASSESSMENT OF STUDENT LEARNING

Quinsigamond Community College employs the traditional practice for assessment of student learning wherein quantity of learning is measured by the number of credits (semester hours) earned and quality is recognized by an award of a grade for the learning experience. The design of this college practice shall be, so far as practicable, responsive to the needs of students enrolled in a course or program. The status of the student in a program shall be determined by accumulated course grades earned.

Grading Policy

1. The grading policy shall be in conformity with the College mission of access and quality.
2. Grades shall be awarded only for demonstrated student learning.
3. Program goals shall be achieved through successful completion of established learning outcomes of educational experiences in the program.
4. Learning outcomes of educational experiences shall constitute the basis for assessing student learning.
5. The criteria for assessing learning outcomes shall be as objective as possible.

Grading System

The individual faculty member may determine what numerical equivalent, if any, to assign to the various grade designations. Faculty may use an absolute numerical value or they may grade on the class average. The following table indicates recommended but non-mandatory numerical/letter equivalents for awarding grades. Note: the quality point for each letter grade is college-wide policy, not merely recommended as a guideline:

<u>Academic Grades</u>			<u>Quality Points</u>
A	95-100	Outstanding Performance	4.0
A-	90-94		3.7
B+	87-89	High Quality Performance	3.3
B	83-86		3.0
B-	80-82		2.7
C+	77-79	Average Performance	2.3
C	73-76		2.0
C-	70-72		1.7

D+	67-69		1.3
D	63-66		1.0
*D-	60-62	Minimally Passing Performance	0.7
F	Failed		0.0

*Except where indicated otherwise

The status of the student may also be indicated by the following designations which will not be computed in the QPA.

I - The student has satisfied the major requirements of the learning experience, as judged by the instructor, and can complete the assigned work by the end of the 12th week of the following full semester.

I/R - The student has agreed to repeat the course within the following year. Not computed in the QPA until converted to an academic grade.

AU - The student is registered in the learning experience as an audit student. Not computed in QPA.

W - The student has officially withdrawn on his/her own from the learning experience. Not computed in QPA.

WA - The student has been withdrawn administratively for failure to fulfill financial or immunization obligations as well as for medical or discipline circumstances. Not computed in QPA.

X - The student has not officially withdrawn from the learning experience and the instructor has judged there is insufficient basis for evaluation. The X grade is considered an indication of unsatisfactory academic progress for financial aid purposes.

P - The student has satisfactorily completed the learning experience with a C grade or better. Not computed in QPA/computed in credits attempted.

Grading Regulations

1. Letter grades A,B,C,D,F shall be awarded for learning outcomes for an educational experience achieved through alternate delivery systems only if a QCC faculty member is responsible for the entire experience. The letter grade of P shall be awarded for acceptable learning outcomes for a prior learning experience.
2. The minimal passing grade for developmental courses shall be C.

3. The grade of I will be converted to an academic grade by the end of the 12th week of the following full semester. Students who have not completed the course requirements by the end of the 12th week will have the course grade changed to F.

4. When a grade of I is issued, the instructor will indicate on a specified form assignments which will remedy the deficiency or that the course is to be repeated. This form will be filed in the Registrar's Office. The Registrar will inform the student of the proper process to be followed in order to implement the grade change.

5. If an instructor wishes to use P instead of A, B, or C, he/she must receive written permission from the Academic Vice President at the beginning of the semester.

6. Instructors' course requirements, expected learning outcomes, methods of evaluation, and attendance policy will be published in writing and submitted to students by the end of the first week, or equivalent, of class.

7. Evaluation of the student will be made according to the instructor's stated learning outcomes.

8. Auditors do not receive official grades on examinations or other class assignments although they may be asked to fulfill all course requirements. No change to or from audit status will be permitted after the first ten weeks of class (or equivalent class hours).

9. If a course is repeated, only one grade will be used in computation of QPA. However, both the original and the second grade earned will remain on the student's permanent record.

10. Students may add or drop courses during the Add/Drop Period in accordance with the established procedure. The Add/Drop Period for day school classes is the first five days of the term and for the evening classes is prior to the second class meeting.

11. A student may withdraw without penalty through the 10th week (or equivalent) of class. Thereafter, if a student withdraws from a course, the instructor may award a W if work is passing or an F if work is not of passing quality. Students withdrawing from the College are included under this regulation.

A student intending to withdraw from a course after the drop/add period must do so prior to the last day of the term as follows:

- Obtain a withdrawal form from the Registrar's Office or the Advising Office.

● Obtain the signature of the class Instructor on the withdrawal form. The Assistant/Associate Dean for the course involved may sign for the Instructor if the Instructor is not available or if there are special circumstances determined by the Assistant/Associate Dean.

● Obtain the signature of the Advisor on the withdrawal form. The Assistant/Associate Dean of the Advisor may sign for the Advisor if the Advisor is not available or if there are special circumstances determined by the Assistant/Associate Dean.

● Return the withdrawal form to the Registrar's Office.

12. Any community college student who cannot attend classes or take an exam, study, or fulfill work requirements on a particular day due to his or her religious beliefs, shall be excused from such obligations. The student will be provided with an opportunity to make up such exam(s), study or work requirements. This regulation should also be a part of the attendance policy.

Academic Dismissal and Probation

1. All students matriculating in a degree program, other than first semester freshmen (cumulatively enrolled for under 17 credits) must meet the following requirements:

<u>Attempted Credit Hours</u>	<u>Dismissal</u>	<u>Probation</u>
17 to 32	QPA under 1.49	QPA 1.50-1.69
over 32	QPA under 1.69	QPA 1.70-1.89

First semester freshmen (cumulatively enrolled for under 17 credits) who do not meet a minimum QPA of 1.00 will be put on academic probation.

2. Academic probation and dismissal will occur on the basis of cumulative grade point average.

3. Only courses in which W grades or audits are received will not count in determining full-time and part-time enrolled status.

4. Students who are on probation for two successive semesters are subject to academic dismissal.

5. Academic probation/dismissal should not apply to intersession and summer sessions.

6. All dismissals are subject to review by the Academic Vice President.

7. Students who are academically dismissed from the college may qualify for readmission by the following methods:

- attending courses as a non-matriculating student, increase their QPA to the minimal acceptable level and earn a minimum of six credit hours;
- reapplying after one year;
- petitioning the Board of Appeal for readmission.