| Subject: **GRADING SYSTEM** | Original Issue Date: June, 1998 | Policy # **300** |
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| Committees Consulted: Admissions/Promotions Curriculum | Reviewed & Approved by: Faculty Organization College Administration College Planning Board of Trustees | Approved by: Dean, School of Nursing (signature on file) Provost, College of Nursing & Allied Health (Signature on File |

## PURPOSE:

To standardize methods for assigning, documenting, and distributing student grades

## DEFINITION:

### EVALUATIVE AND NONEVALUATIVE GRADING

**Cr          Credit**
Cr is entered on the transcript to indicate that the student satisfactorily met the course requirements. This symbol is used for College clinical nursing and elective courses.

**NC          No Credit**
NC is entered on the transcript to indicate that the student failed to meet the course requirements. This symbol, which indicates unsatisfactory achievement, is used for College clinical nursing and elective courses.

**IN          Incomplete**
IN will be entered on the transcript when a definable portion of the course or clinical work has not been completed. An incomplete indicates that there is still a possibility of receiving credit upon completion of the course work.

**EX and CE          Credit by Exemption and Credit by Challenge Examination**
EX (credit by exemption) is entered on the transcript for students who receive credit for prior education or work experience. CE is entered for exemption by examination. EX and CE are not computed into the semester or cumulative GPA.

**WV          Waiver**
Indicates student was granted a waiver of a course requirement.

**AW          Administrative Withdrawal**
AW is used for students who 1) fail the Drug Dosage Calculation Competency or 2) withdraw from/fail a theory course and are therefore administratively withdrawn from all courses. AW is not a disciplinary action.

**W          Withdrawal**
Students, who officially withdraw from any nursing course prior to midterm of the course, will receive a "W" on their transcript.

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**W/P and W/F    Withdrawal Passing and Withdrawal Failing**
WP or WF will be entered on the transcript for students who withdraw from any nursing course after midterm to indicate whether they withdraw passing (W/P) or withdraw failing (W/F). Withdrawal failing will count as an academic failure for purposes of readmission.

**MW              Military Withdrawal**
MW is entered on the transcript for students who are members of active or reserve military service and receive orders compelling a withdrawal from classes. Upon verification of such orders, the grade "MW" may be assigned. The MW will in no way adversely affect a student's academic record and is not counted in the pace of completion or GPA calculations.

**RD              Reporting Delay**
RD is used when there is a delay in reporting grades beyond the control of the student. It is a temporary notation and is not considered in the grade point average.

**POLICY:**

Each course:
- May use various methods to measure learning such as written tests, projects, reports, written assignments, oral presentations, return demonstrations, clinical application of theory course content, and computer assisted learning.
- Determines its own grade composition.

Grades are based on student performance and are assigned using established criteria, which are published in the course syllabi.

All semester theory courses are taken concurrently with the clinical courses.

Theory courses use a percentage grading scale as the method of scoring
- Minimum passing score is 70%
- Rounding will not be applied to any graded activity, e.g. 69.9% is not a passing score
- Letter grades "A" through "F" are used to assign grades.

Clinical courses assign grades of "Credit" or "No Credit" based on completion of course objectives. No credit is a failing grade.

Passing grade is a minimum grade of "C" in all theory courses and "Credit" in clinical courses.

- A grade of "Incomplete" is issued to students who fail to complete course requirements as scheduled, due to unforeseeable emergencies and justifiable reasons
- Students may progress in the program when the "incomplete" grade is resolved and a passing final grade earned
- Incomplete grades may be made up no later than one year following the end of the semester in which it was assigned
- Unresolved grades of "Incomplete" will convert to "F" for theory courses and No Credit" for clinical courses.
- The "Incomplete" symbol shall not be used in calculating units attempted nor for grade points.

The course instructor:
- Assesses and evaluates student mastery of theoretical content and achievement of clinical competence
- Is responsible for the assignment of grades.

Grade disputes must be resolved within five working days of student notification of grade.

The Dean has final authority to resolve grade conflicts.

Grades are confidential and are issued in person, via student mailbox, or by mail within specified time frames.

## PROCEDURE:

Course faculty:
- Select and list grading criteria in the Course Requirements and Method of Evaluation sections of each course syllabus
- Assign final grades based on course criteria
- Tabulate final theory course grades based on exam scores and/or projects using the following grading scale:

| Grade | Percent % |
|-------|-----------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

- Assign a "Credit" or "No Credit" grade in clinical courses.

## Grade Calculation

Course faculty adheres to the following in calculating grades for theory courses:
- Assign one point credit to each test item
- Credit eliminated item points to all students.
  - For example: 50 item test with 1 item eliminated and 2 items answered incorrectly:
    $$\frac{48}{50} = 96\%$$

- Provide credit for correct responses in the event of double-keying
  - Students are given credit for any of the distractors in a single item test question that are marked correctly
    For example: Distractors "a" and "b" are both correct. Students who marked either "a" or "b" will receive one point credit for that item.

**Grade Point Average (GPA)** Calculation

| Grade | Grade Points |
|-------|--------------|
| A | 4 |
| B | 3 |
| C | 2 |
| D | 1 |
| F | 0 |

Semester GPA = Total semester grade points earned
Total nursing theory and GE course units completed during the semester

Cumulative GPA = Total grade points earned for all completed courses
Total nursing theory and GE course units completed during the program

## Incomplete Grade

Semester coordinator/designee:
- Obtains majority consensus of semester faculty on meeting criteria
- Issues a grade of "Incomplete" to students who fail to complete course requirements as scheduled, due to unforeseeable emergencies and justifiable reasons
  - The student's work in the course must be of passing quality at the time the grade of "Incomplete" is assigned
- Prepares and submits the Incomplete Grade Report including the conditions for the removal of the "incomplete" and the grade assigned in lieu of its removal
  - Reviews form with student, obtains student signature, and provides student with a copy
  - Obtains student signature
  - Issues Final grade
  - Enters grade
- Provides the Office of Educational Services with assigned copy of the Report.
- Informs OES when the "Incomplete" is made up or the time limit has passed
- Issues a final grade when the "Incomplete" is resolved
- Enters the grade change and initials and dates the Permanent Grade Record.

Student:
- Reviews conditions for resolving incomplete and signs Incomplete Grade Report
- Resolves the incomplete within one year following the end of the semester in which it was assigned.

OES
- Files Incomplete Grade Report in the student's permanent file
- Enters the final grade on the transcript.

## Distribution of Grades

Course instructor:
- Provides OES with the Student Test Report for distribution to student mailboxes within one week of exam

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- Maintains student records used to establish in progress and final course grades for a minimum of three years.

Students requesting grades by mail provide a self-addressed, stamped envelope

OES:
- Distributes individual Student Test Reports to student mailboxes
- Sends final grade slip by certified mail when all other means of communication have failed
- Maintains confirmation of delivery by placing proof of receipt in student file.

**Permanent Grade Report**

Course Instructor:
- Completes the Permanent Grade Report and submits to Semester Coordinator at the end of the course
- Obtains student signature on the Clinical Performance Evaluation and submits to Semester Coordinator
  - Notes student declination/unavailability to sign in the comments section if indicated.

Semester Coordinator/designee:
- Verifies completion of Permanent Grade Report and obtains initials of all course faculty on report
- Submits Permanent Grade Report and signed Clinical Performance Evaluation forms to the OES within seven working days of completion of the course.

OES:
- Issues the Permanent Grade Report to Semester Coordinator for each course within one week prior to end of the course
- Enters the final grade on the transcript
- Files Clinical Performance Evaluation in student file.

**PROCEDURE DOCUMENTATION:**
Permanent Grade Report
Incomplete Grade Report
Clinical Performance Evaluation
Student Test Report
Course Syllabus
Student Transcript

**REFERENCES:**
Board of Governors of the California Community Colleges California Code of Regulations, Title 5, Division 6
SON Policy #301: Grading for the Clinical Course
SON Policy #420: Academic Warning Notification
SON Policy #820: Academic Failure and Withdrawal
**REVISION DATES:**

2001
November 6, 2003

**DISTRIBUTION: School of Nursing Policy & Procedure Manual**

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