GRADING POLICIES

GRADE POINT AVERAGE (GPA)

The following system will be used to determine a student's grade point average:

A - four grade points per credit
B - three grade points per credit
C - two grade points per credit
D - one grade point per credit
F, FN, FW - zero grade points per credit

I, S, U, W, Z - not considered in determining grade point average

A student's grade point average is determined by adding all grade points earned and up-to-date dividing by the sum of all credits attempted in courses for which grade points are earned. GPA is calculated on a semester and a cumulative basis. The GPA calculation does not include test-out grades, transfer grades, advanced placement, or credit for prior learning.

GPA CALCULATION EXAMPLE

Student's Grades		GPA Points		Credits		Total Grade Points
A	=	4.0	X	3	=	12.00
B	=	3.0	X	2	=	6.00
C	=	2.0	X	3	=	6.00
D	=	1.0	X	3	=	3.00
F	=	0.0	X	1	=	0.00
		TOTAL		**12**	**=**	**27.00**

27 grade points/12 credits total = 2.25 GPA

GRADES

Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students may review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Explanation of Grades
Grades of **A, B, C, D, F, S**, and **U** are used in evaluating performance in the classes or major and are given to a student each term.

"A" denotes excellent achievement
"B" denotes above average achievement
"C" denotes average achievement
"D" denotes passing achievement
"F" denotes unsatisfactory achievement
"S" denotes satisfactory achievement
"U" denotes unsatisfactory achievement

"I" denotes incomplete work because of unavoidable circumstances. An incomplete must be made up under a schedule arranged with the instructor. Work not properly made up results in an "I" being changed to an "F" at the end of the following term. However, incompletes given at the end of spring

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

semester will be changed to an "F" at the end of fall semester if not properly made up, since summer session is excluded.

"W" denotes withdrawal from a course during the withdrawal period. See the Adding, **Dropping and Withdrawing from Classes** section for more information. Withdrawals after the withdrawal period will result in an **"F"** grade.

"FN" denotes that a student never attended the course but never officially withdrew.

"FW" denotes that a student began attending the course, never completed it, and never officially withdrew from the course.

"AU" denotes audit. An audit grade indicates that a student has registered for and attended a class, but does not earn credit. It has no impact on the grade point average. A student desiring an audit grade must inform the Records and Registration Office at the time of registration and the instructor during the first class session. Students will not be allowed to request the audit option after the first class period has been completed.
"Z" denotes course for which no grade has been assigned.

Please see the Satisfactory Academic Progress Policy for more information on how grades impact the qualitative and quantitative measure of academic progress.

Grade Changes
Any grade changes must be completed within one term following the issuance of the grade and must be approved by the Academic Dean or the Vice President for Academic & Student Affairs. Faculty should obtain a Change of Grade Form from the Records and Registration Office.

Grades - Incomplete
If a student is passing and misses an examination or fails to turn in a major assignment or project as determined by the instructor, a grade of incomplete may be given. A student with an incomplete must arrange a schedule of completion with the instructor. Incompletes not successfully concluded by the end of the following term will be recorded as an "F" grade. However, incompletes given at the end of spring semester will be changed to an **"F"** at the end of fall semester if not properly made up, since summer session is excluded.

Prerequisite Courses
If the completion of a course in which the student earns an incomplete is a prerequisite for another course, registration for the subsequent course is at the discretion of the instructor of the second course. This policy does not apply to developmental prerequisites.

GRADES – Repeating Courses
Students may repeat courses for purposes of achieving a higher grade or to review material. Students must register and pay tuition for repeated courses. Test-outs and independent studies are not acceptable means of making up a failed course. Both courses and grades earned will be reflected on the student transcript. The course that was previously taken is not counted in the GPA calculation but will count as an attempted but not completed course for calculation of satisfactory academic progress.

A student will be allowed to repeat a course one time. Failure to successfully complete a course (i.e. receiving an **"F" "FN" "FW" "U"** or a **"W"**) when repeating it will result in not being allowed to re-register for that course for one year.

Appeals can be directed to the Vice President for Academic and Student Affairs. Students must bring a copy of their academic transcript to the Records and Registration Office to register for a course for the third time.

Failing to successfully complete a course after three times will exclude the student from that program major.

Grade Reporting
Instructors are required to enter all grades via the online grading system within five (5) calendar days after the term has ended. A grade of **"Z"** will be recorded for all courses for which instructors have not met the five (5) day deadline. Students may view and print their grades by logging onto their online student account.

Honor Roll
The **President's Honor Roll** recognizes students who have completed 12 credits, have no incomplete grades, and have achieved a 4.0 grade point average each term.

The **Faculty Honor Roll** recognizes students who have completed 12 credits, have no incomplete grades, and have achieved a grade point average of 3.5 or above each term.

Academic Progress:
Satisfactory progress standards are intended to assist students in their progress toward the successful completion of their course requirements.

A student will maintain satisfactory academic progress by earning at least a "C"/2.0 grade point average. NOTE: Program majors may require a minimum of a "C" in technical courses only or in all courses required by the program plan. No more than 25 percent of credits attempted may have the following designations: F, U, W, I, for the student to maintain satisfactory academic progress.

Probationary Status:
The student will be placed on probationary status at the end of the term if she/he has not maintained satisfactory academic progress (2.0 G.P.A.). A student on probation must have a "Student Plan of Assistance". At the completion of the succeeding term, the student must meet the requirements for satisfactory academic progress to continue in the program. If a student has not met these requirements, the student may be suspended from the College. A student suspended for academic reasons can reapply after one (1) term if approved by the Vice President for Academic and Student Affairs. A student, who is suspended for one term, re-enrolls after that term and is still not able to obtain a 2.0 GPA will be suspended for one year.

Student Plan of Assistance Procedure:
In the case of unsatisfactory academic progress or non-academic student infractions, the steps listed below will be followed to assure a student his/her right of due process:

1. When a student isn't making satisfactory academic progress, the instructor is expected to meet with the student and discuss these difficulties and develop a plan of correction using the *Student Plan of Assistance* form located in the forms section of this handbook.
2. If this does not result in the desired improvement, a *Student Plan of Assistance* form will be completed again during a meeting of the student, instructor, guidance counselor or the Director of

Student Support Services. This form includes a written statement of improvement(s) needed and a specific amount of time for this to be accomplished. This status will be discussed with the student in the presence of these people and signed. Any sponsoring agency will be notified of this remedial action. Appeals can be made to the Academic Dean.

3. If the student has not corrected the deficiencies in the amount of time agreed to on the *Student Plan of Assistance* form, the student will be suspended for a minimum of one year. The instructor must complete a "Recommendation for Student Suspension" form. After that time, a student may return if he/she can establish an ability to meet the expectations identified in the *Student Plan of Assistance*. Appeals can be made to the Vice President for Academic and Student Affairs.
4. When an instructor/advisor signs a registration form, the Records and Registration Office will assume that a conference has been held and that the student is meeting the requirements specified in the *Student Plan of Assistance*.
5. With prior administrative notification and approval, the student may have an advocate present at any or all steps of the process.

ATTENDANCE & GRADING POLICY

Students are expected to attend and participate in all classes and lab sessions. In case of absence, it is the responsibility of the student to arrange for completion of course work. Student contribution, including expectations for attendance, will be included in the course syllabus for each course. This will be given to the student on the first day of the course.

Attendance may be considered in the evaluation of performance only as it is identified in the course content goals/performance objectives.

Absenteeism may affect the student's grade because of missed instruction. Course material and/or tests missed as a result of the student's absence **may** be made up at the discretion of the instructor. Students may be placed on a "Student Plan of Assistance" when absences hinder the student's academic progress.

ATTENDANCE & GRADE REPORTING PROCEDURE

A number of government agencies, trade unions, etc. require student attendance records as part of their hiring and employee licensing/credentialing procedures. Therefore, it is required that all instructors maintain accurate student attendance records.

Arrangements will be made for storage of instructor attendance and grade records for the length of time required by state statutes (5 years). Instructors who leave the employment of the College are required to deliver all grade records to the Vice President for Academic and Student Affairs.

Student contribution, including expectations for attendance, may be included in the course outline for each course. This will be given to the student on the first day of the course.