

KAUA‘I COMMUNITY COLLEGE

Assigning Grades in Credit Courses

1. Purpose

To establish a policy and procedures for assigning student grades in credit courses.

2. Policy

- A. All students enrolled in credit courses will be assigned a final course grade. Audits receive a final grade of L.
- B. The final grade assigned, thus the credit earned in the course, must be based in part on student attainment of learning outcomes.

3. Procedures

- A. Audits –The L grade appears in permanent student records to indicate that the course was taken as an audit and that no credit is granted for the course. Audit courses are not eligible for financial aid and do not count towards attempted courses for financial aid purposes.
- B. Credit/No Credit classes
 - i. If a class is set up in Banner for the Credit/No Credit option, students may select this option when registering for the class.
 - ii. If a class is not set up for the Credit/No Credit option, prior to registering for the class students may petition the registrar to take the class as Credit/No Credit. Approval must be granted by the course’s instructor.
 - iii. There are two possible final grades for Credit/No Credit classes:
 - a. CR – credit granted. This grade denotes work deserving of credit at C level or higher.
 - b. NC – no credit. This grade denotes minimal passing work or lower and not deserving credit for the course.
 - iv. Credit/No credit courses count as credits attempted for financial aid, but they do not count towards the grade point average.

- v. The CR/NC option is not allowed for any course taken to fulfill a college core requirement nor a department requirement, with the exception of those courses designated CR/NC only. Thus, the CR grade can be used to fulfill elective requirements.

C. Other Grades

- i. Traditional letter grades (A, B, C, D, or F) should be assigned to each student in all classes unless the student is taking the course as an auditor or has opted for Credit/No Credit grading. In cases where the course is being offered as CR/NC, only CR/NC grades will be assigned.
- ii. When a student withdraws from a course, the final grade will be recorded as a W. Students must initiate a withdrawal. Instructors cannot withdraw a student and enter a W grade. W grades earn no credit and do not count in the Grade Point Average. However, they do count as attempted courses for financial aid purposes.
- iii. Incompletes – I.
 - a. A course grade of Incomplete indicates that an essential requirement of the course has not been completed.
 - b. Incompletes are granted only for a non-passing grade (F or NC), only for acceptable reasons typically due to circumstances out of the student's control (e.g., lengthy student illness or family emergency during the semester), and only with the instructor's consent.
 - c. Incomplete grades paired with a passing grade (IA, IB, IC, ID, or ICR) are not permitted and only the passing grade shall be issued (A, B, C, D, or CR). Instructors may still permit additional time, per the academic calendar, for the student to improve their grade by successfully completing outstanding work, even though an incomplete grade was not assigned. If the student completes that outstanding work before the deadline, in accordance with the course instructor's agreement, the instructor will complete a change of grade to reflect any earned, improved, passing grade. Similar to an incomplete and in fairness to all students, a change of grade should only be done for acceptable reasons, typically due to circumstances beyond the student's control.
 - d. When an I grade is entered, the current student grade must also be paired with the I (IF or INC). If the student completes the essential missing work within the established deadline, in accordance with the agreement articulated by the course instructor, then the instructor will grade the newly submitted work and change the student's final grade accordingly. An I grade counts towards credits attempted for financial aid purposes.

- e. Students are responsible for turning in all Incomplete work by the deadline agreed upon with their instructor, or the Incomplete grade will automatically convert to the currently paired course grade (IF converts to F and INC converts to NC). This deadline should not exceed the deadline stated in the academic calendar.
 - f. Incomplete grades shall not be assigned to allow students to redo coursework already submitted or to work on extra-credit assignments in order to improve their grades. Likewise, a change of grade for an improved grade shall not be done to allow students to redo coursework already submitted or to work on extra-credit assignments in order to improve their grades.
 - g. Lecturers who are not under contract to return in the subsequent semester and full-time faculty who will not be returning in the subsequent semester shall inform their division chair and the vice chancellor for academic affairs (VCAA) when they assign an Incomplete grade to a student or have agreed to permit a student to complete outstanding work towards an improved grade. An appropriate instructional faculty member will be assigned to work with the affected student to ensure that the outstanding work will be evaluated and the appropriate final grade submitted. The VCAA will ensure appropriate faculty member compensation.
 - h. When Incomplete work is submitted and evaluated, the instructor shall submit a grade change to the registrar by the deadline published in the college calendar.
 - i. The registrar's office will notify the financial aid office of the grade change so that future financial aid eligibility can be re-assessed based on the updated grades.
- iv. Prior Learning Assessment -Grades posted for credit earned through prior learning assessment will follow the current policy and procedures.

Approved

Margaret Sanchez, Interim Chancellor

Date