

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Grading Policies**

DATE: **March 1, 1993**

NUMBER: **4.31**

REVISION(s): 12/19/94, 8/24/96, 3/31/98, 7/25/00, 3/28/07, 6/05/07

**Purpose**

The purpose of the College's grading policies and procedures are to differentiate between grades and status, to provide guidelines regarding their interpretation, and to identify actions and procedures that influence grades or status designation.

**Policy**

College grading policies reflect the quality of performance and achievement of competency by students who complete one or more courses, identify status designations which are not computed in determining grade point averages, and detail procedures related to assigned grade or status designations.

**General Procedures**

1. The College grading system consists of letter grades "A-F" and status conditions (details follow) which are determined and assigned by faculty based upon appraisal and evaluation of student performance.
2. The College issues to students reports reflecting grades and status conditions by term, for the Fall Semester, the Spring Semester, and the Summer Semesters.
3. Basic Skills Advancement courses are assigned grade designations, but no quality points or quality hours are generated.
4. Recommendations for transfer of credit are made by the Division Chairperson. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting board, and the student must have earned a grade of "C" or better in the course(s) involved. Transferred credit is included in earned hours, but it does not affect the grade point average. Final authority for transfer credits rests with the Vice President of Instruction.
5. Test-out credits are not included in credit computations for financial aid programs. Credit awarded is included in earned hours, but does not affect the grade point average.
6. Credits taken more than five (5) years prior are subject to review by the Vice President of Instruction if applied to a degree or certificate objective. This policy applies to credits accepted in transfer from another institution and to credits taken at Ouachita Technical

College prior to declaring the new degree or certificate objective to which the credits apply.

7. **Grade Designations:**

<u>Grade</u>	<u>Description</u>	<u>Quality Points</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor/Below Average	1
F	Failure	0

8. **Status Designations:**

<u>Status Code</u>	<u>Description</u>	<u>Quality Points</u>
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0
S	Satisfactory	0
U	Unsatisfactory	0
CR	Credit	0

**Procedures for Assigning Status Designations**

1. **I - Incomplete** (A designation received by a student who has actively pursued a course, is doing passing work at the end of the course, but who has not completed the final examination and/or other specific course assignments.)
  - a. The student must meet with the instructor and make arrangements to complete the course requirements within a specified time period not to exceed the end of the following semester excluding summer semesters.
  - b. The faculty member must submit the grade by the end of the semester following the one in which the "I" designation was received excluding summer semesters.
  - c. The College must change the "I" designation to a grade of "F" if a grade is not assigned within the specified time period.
  - d. Petitions for extension (not to exceed one year) may be granted due to extenuating circumstances, if a written request is submitted to and approved by the Vice President of Instruction.
  - e. Students may not re-register to take a course for which an "I" designation has been received unless the designation has been converted to an "F".
2. **W - Withdrawal** (A status assigned for student or faculty initiated withdrawals after the 11<sup>th</sup> day of fall and spring semesters and the 5<sup>th</sup> day of summer semesters through 69% of the course.)

- a. The student must provide formal notification to the Office of Student Affairs by completing the appropriate form to initiate withdrawal.
  - b. Withdrawals with a "W" may not be submitted after 69% of the course has been completed unless extenuating circumstances, documented by the student in writing, have been approved by the Vice President of Instruction.
  - c. Faculty may initiate a withdrawal request for non-attendance with a grade of "W" within the published withdrawal period in accordance with syllabus guidelines by completing the appropriate form.
  - d. Faculty may initiate a withdrawal request for disciplinary reasons with a grade of "W" by following college disciplinary procedures. See COPP 5.50B
3. **AU - Audit** (Enrollment for a course for no grade or credit)
- a. The student must declare an audit during registration or, with faculty or Division Chair approval, by the end of the first week of classes by completing the appropriate form.
  - b. The student will pay the same fees as assessed for a class taken for credit.
  - c. An audited course may or may not qualify for financial aid eligibility.
4. **S - Satisfactory or U - Unsatisfactory** (A status assigned to designate satisfactory or unsatisfactory progress at mid-semester in an OTC course.)
5. **CR - Credit** designation is used to indicate **Verified Competency** or credit (A status for which credit is earned, but no grade is assigned.)
- a. The student submits appropriate verification and documentation of competency attained via test-out, credit for experience, College Level Examination Program (CLEP), experience for secondary work completed through articulation agreements, etc. to the faculty advisor for review.
  - b. The Vice President of Instruction must approve the advisor's recommendation before credit may be granted.
  - c. Students requesting credit via test-out must attempt the test-out prior to registration for the course involved, and must complete the test at one sitting, unless it includes two parts, i.e. lab and written exams.
  - d. Students who complete a course for a grade may not initiate a test-out request for that course, but may repeat the class for academic credit in order to attempt to raise a grade.
  - e. Students may not apply test-out credits toward credit computations for financial aid programs or student grade point average.
  - f. Test-out examinations for specific courses are to be taken only once, unless the Vice President of Instruction approves a re-test request.
6. **CR – Credit** (A status designation used to indicate credit for courses taken at another regionally accredited post-secondary institution.)
- a. Any student who wishes to have previously earned credits considered must submit an official transcript to the Registrar.

- b. The Registrar, in conjunction with the appropriate Division Chair when necessary will record transferred credit as earned hours on the student's official permanent record. Only those courses indicating an earned grade of "C" or better will be considered for transfer credit and will be recorded on the student transcript as **“CR.”**
- c. The student may be asked to supply pertinent course descriptions or copies of college catalog(s) if further documentation is needed to facilitate credit review.
- d. Students must complete nine (9) semester credit hours at OTC before transfer credit will be posted to the transcript.

**Grade/Status Code Designation Table**

All courses with assigned grades and status codes are reflected on the student grade report. These courses will generate earned credits, attempted credit hours and quality points, depending on the grade or status assigned.

<u>Grade/Status</u>	<u>Earned Credits</u>	<u>Attempted Credits</u>	<u>Quality Points</u>
A	X	X	X
B	X	X	X
C	X	X	X
D	X	X	X
F		X	
I		X	
W		X	
AU			
S			
U			
CR	X	X	

(See **COPP 5.70, 5.72**)

AUTHENTICATION (Signature):		COPP
_____	6/05/07	
President	(Date)	<b>4.31</b>