

ISP 280

Grading Policy

PURPOSE

Establishes the grades, with appropriate procedures, that may be given to students.

SUMMARY

Clackamas Community College will give the following letter grades that carry the indicated grade points as outlined by the standard below:

Letter Grade	Grade Points	Last Date of Academically Related Activity
A excellent	4	--
B good	3	--
C average	2	--
D below average	1	--
F failure	0	Required
P pass	--	--
N no pass	--	Required
X audit	--	--
I incomplete	--	--
Y never attended	--	--
W withdrawal	--	Required
UG unreported	--	--

STANDARD

1. Explanation & Policy of Grade Options
 - a. Pass/No Pass
 1. A Pass grade means that the student has satisfactorily completed the course and would have received a C or better had grades been assigned.
 2. A No Pass grade means that the student has not satisfactorily completed the course. Some courses are offered only on a Pass/No Pass basis.
 3. Students can initiate a change with the Registration and Records office by the Friday before the final week to change their grading option in a course from a A-F grade to a pass/no pass.
 4. A list of courses which may not be taken on a Pass/No Pass basis will be maintained by the Curriculum Office. (See [ISP 280A Grading Policy](#))
 - b. Incomplete
 1. An instructor may choose to give an incomplete when a student's work has been satisfactory but the student has a small but essential amount of work to make up, e.g., one exam, a paper, or other assignment.

2. An incomplete should include the grade a student will would receive if the needed work is not completed by the expiration date. For example, if a student has a C at the time the incomplete grade is issued, the grade that would be issued is an I/C. At the expiration date, if the needed work is not completed, the I/C would automatically change to a grade of C.
 3. An incomplete can only be initiated with instructor approval and in consultation with the student.
 4. The instructor will determine the timeline within which the student must complete the outstanding work, with a maximum of one calendar year.
 5. A student with an I/ grade that has not reached the expiration deadline can request that the grade be converted to a final grade (i.e. the student can request an I/C convert to a C).
NOTE: Also refer to ISP 391 Credit for Variable Credit Classes Policy
- c. Audit
1. An audit (X) carries no credit and does not count toward full-time student status.
 2. Registration and tuition & fees, for auditing students are the same as for credit students (with the exception of students who use the Senior Tuition Waiver program).
 3. Students may change from credit to audit or from audit to credit by contacting the Registration and Records office by the Friday before the final week.
 4. Consent of instructor is required on subsequent registration for audit of same course.
- d. Never Attended
1. If a student never attends class but remains registered past the eighth week of the term, the student will receive a never attended grade (Y) from the instructor at the end of the term.
- e. Withdraw
1. A registered student may withdraw during weeks 3-8 of the term and will receive a withdrawal (W) grade. For classes lasting less than a full-term (11 weeks), seventy percent completion of contact hours is the equivalent of the eighth week (e.g., week 6 for an 8-week course or week 4 for a 5-week course).
 2. After the eighth week of the term, if a student has attended, the instructor will determine whether the student may receive a withdrawal (W) or be held responsible for a grade. For classes lasting less than a full-term, seventy percent completion of contact hours is the equivalent of the eighth week.
NOTE: Also refer to ISP 191 Administrative Withdrawal Policy and [ARC 402 Active Military Deployment Policy](#).
- f. Unreported Grades
1. An unreported grade will be issued only out of the Registration and Records office when the instructor has not submitted grades by the grade deadline.
2. Change of Recorded Grade
- a. An instructor may initiate a change of grade from the above list to any other grade on the above list (except UG) up to one calendar year.
 - b. Extensions to the one-year deadline must be approved by the appropriate Dean.

REVIEW HISTORY

ISP Committee	Adopted	May 24 2024
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Presidents' Council	Reviewed	May 14, 2024
College Council	Reviewed	March 1, 2024
ISP Committee	Adopted Changes	April 9, 2021
Presidents' Council	Approved	April 6, 2021
College Council	Reviewed	March 19, 2021
ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	February 20, 2015
College Council	Reviewed	June 7, 2013
College Council	Reviewed	March 18, 2011
College Council	Reviewed	May 7, 2004
Instructional Council	Adopted	June 24, 1997