

## GRADING



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### Grade Definitions

The following letter grades are used on semester grade reports and transcripts:

**A**—Student demonstrates achievement of learning objectives at a level of outstanding mastery.

**B**—Student demonstrates achievement of learning objectives at a level beyond mere minimum competency.

**C**—Student demonstrates achievement of learning objectives at a level of minimum competency.

**D**—Student demonstrates achievement of learning objectives at a level below minimum competency but sufficient to receive credit.

**F**—Student demonstrates insufficient achievement of learning objectives to receive credit.

**U**—audit\*

**I**—incomplete\*\*

**W**—official withdrawal\*\*\*

**P**—pass\*\*\*\*

**R**—repeating a class†

**Audit (\*)**—Students may elect to audit a course (no credit, no grade points, not figured in grade point average). Audit status indicates that the student will attend the classes but will not receive credit. A student must declare audit status before the end of the refund period.

**Incomplete (\*\*)**—Upon prior arrangement and agreement with the course instructor and upon submission of the college's "incomplete grade contract" with the final grade sheet, an incomplete (I) grade will be recorded on the student's record. An "I" grade will be issued at the discretion of the instructor when course requirements are not fulfilled by the end of the term *only when* it is fully justified by serious circumstances, and when the instructor believes that the reason the student cannot complete the course in a timely fashion is sufficiently serious to warrant the issuance of the "I" grade.

The incomplete grade contract is an agreement between the student and the instructor; and states specifically what the student must do to complete the course work. The course work must be completed by the end of the semester following the term in which the course was taken (not including summer semester) and must be in agreement with the terms of the incomplete grade contract. Upon completion of the course work, the instructor will change the "I" grade to the appropriate letter grade (A, B, C, D, or F) by obtaining a Change of Grade Form from the subdivision office. If the student does not complete the course work within this prescribed semester restriction, a grade of "F" will be entered for the course.

### Guidelines for the Issuance of an Incomplete Grade

- Students may request an "I" grade *only when* unusual and serious circumstances arise during the final weeks of the semester that in some way prohibit the completion of course requirements for a course that the student has been successfully pursuing. These circumstances may involve a severe personal or family crisis, grave personal illness, or extraordinary job responsibilities. The instructor may, and should, request written documentation.
- Students may not request an "I" grade if they have failed to attend the course on a regular basis and/or have failed to pursue the course work during the semester in a timely fashion.
- Students, who have been consistently failing throughout the semester; may not request an "I" grade in order to avoid a low or failing grade on the student's transcript.
- Students will not be issued an "I" grade by the course instructor for the sole purpose of allowing a student to repeat the course.

**Official Withdrawal (\*\*\*)**—After the prescribed period of tuition refund and before the end of the 13th week of a 17-week semester (see table), an official withdrawal will result in a "W" on the student's record. A student who does not withdraw officially from a course may receive a grade of "F," depending on course progress or course attendance, which will become a part of the student's permanent record.

To withdraw officially from a course, a student must obtain a withdrawal form from the offices of instructional deans, the Registration Office or Extension Center coordinators. The withdrawal form must be completed and returned, in person, to the Registration Office.

Class Length in Weeks	Deadline to Obtain "W" in Week
3	2
4	3
5	4
6	5
7	5
8	6
9	7
10	7
11	8
12	9
13	10
14	10
15	11
16	12
17	13



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**Pass (\*\*\*)**—For specified courses (i.e., APL), credit is recorded only by a "P" (pass) or "F" (fail). The "P" grade signifies that the student completed the requirements of the course with a grade of "C" or better. Credit from courses in which a "P" is granted counts toward the completion of the student's program of study but is not figured in the grade point average.

**Repeating a Class (†)**—Students may repeat a course but will not receive credit for the course more than once. The most recent grade (the repeated grade) received will be computed into the cumulative grade point average. The repeated grade will be designated by an "R." All previous attempts will remain on the transcript, but will not be included in the cumulative grade point average.

**Variable Credit**—Some courses are offered for varying amounts of credit (i.e., one credit hour, two credit hours, three credit hours, etc.). Students who enroll in courses offered with variable credit must indicate at the time of registration the amount of credit for which they are enrolling. The initial registration commitment can be changed during the designated late registration period but cannot be changed after that time.

### Grade Point Values and College Credit

Each letter grade is assigned a specific grade point value per credit hour; however, only certain letter grades are used in the calculation of the student grade point average (GPA), and only certain letter grades will earn college credit. The student should consult the table below:

Letter Grade	Grade Points Value Per Credit Hour	Used in GPA Calculation	College Credit Earned
A	4.0	Yes	Yes
B	3.0	Yes	Yes
C	2.0	Yes	Yes
D	1.0	Yes	Yes
F	0	Yes	No
U	0	No	No
I	0	No	No
W	0	No	No
P	0	No	Yes

### Calculation of Grade Point Average

The college uses the grade point average (GPA) as a measure of academic quality and academic progress. However, the student must be aware of the following distinctions used by the college in the reporting and calculation of the GPA.

For the purposes of the semester grade report, official transcript, honors at graduation, and the President's and Dean's Lists, the GPA calculation *will not include* developmental and remedial courses. For the purposes of Illinois Veteran Grants, financial aid, and Standards of Academic Progress, the GPA calculation *will include* developmental and remedial courses.

Developmental and remedial courses include, but are not limited to, CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097; and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.

### Example Calculation (Semester Grade Report)

Course	Letter Grade	Grade Point Value	Credit Hours	Grade Points
COM-101	B	3	× 3	= 9
PSY-101	D	1	× 3	= 3
MTH-095*	C	0	× 0	= 0
BIO-111	A	4	× 4	= 16
IMS-101	F	0	× 3	= 0
Totals*			13	28

\*Since developmental and remedial courses are not included in the GPA calculation, the "grade point value" and "credit hours" are zero. Thus, dividing 28 grade points by 13 credit hours gives a GPA of 2.154.

A student's cumulative GPA is calculated by using total grade points divided by total credit hours attempted.

### Attendance Policy

The college values regular class attendance as an essential component contributing to the learning process and therefore expects students to attend all class meetings of each course for which they are registered.

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first class meeting of the course. Late registration does not exempt the student from adhering to the attendance requirements in the course syllabus.

Make-up work or work submitted late due to absence (including an instructor's decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.

Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially may receive a grade of "F" for the course, which will become a part of the student's permanent record.

Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.



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### Cheating or Plagiarism Policy

Each student is expected to be honest in his or her class work. The college regards cheating or plagiarism in the classroom and laboratories, and on assignments or examinations, as a serious offense. Instructors at the college will clearly state their cheating or plagiarism policies and penalties in their course syllabi. The penalty may include a grade of "F" being entered for the student for the course. All incidents of cheating or plagiarism must be reported to the appropriate subdivision office using the official Report Form for Cheating or Plagiarism.

### Additional Grade Information

Students must be registered for a course prior to the end of late registration to receive a final grade.

Information about appealing a final grade in a course may be obtained in the Office of the Vice President of Student Development or the office of the subdivision dean.

All grade reports will be processed after the last official day of the term. Final grade reports are mailed to students.

A student must refute any grade report or educational record by the end of the semester following the semester in which the course was taken (not including summer term). If a student does not exercise this right within this time frame, the college has a right to refuse to review the student's claim.

### Early Warning Support System

The Early Warning Support System assists students who are encountering academic difficulties. Its goal is to help students be successful in their course work. Early in each semester, teaching faculty identify students who are experiencing poor progress and/or attendance problems. The identified students receive a letter from the dean of Counseling, Advising and Minority Student Affairs encouraging students to seek discussions with the referring instructor or a member of the counseling staff regarding the situation. Many times strategies for improvement can be agreed upon with very positive outcomes.

### Standards of Academic Progress

To promote academic progress, the following standards are applied to all students who have attempted at least 12 credit hours. GPAs and credit hours referred to below include grades earned in college credit classes, plus developmental and remedial courses, and may differ from the semester grade report and transcript GPA. For Standards of Academic Progress, this will be referred to as the "SOAP GPA." An example follows:

Status	Standard	Result
Academic Caution	Attempted 12 or more credit hours and cumulative SOAP GPA of less than 2.0	Must develop success strategies with assigned counselor.
Academic Probation	After one semester on caution, cumulative and semester SOAP GPA are less than 2.0  If semester SOAP GPA is 2.0 or above and cumulative SOAP GPA is less than 2.0, student remains on caution.  If cumulative SOAP GPA is 2.0 or above, student is in good standing.	Review and refine success strategies with assigned counselor.
Academic Suspension	After one semester on probation, cumulative and semester SOAP GPA are less than 2.0  If semester SOAP GPA is 2.0 or above and cumulative SOAP GPA is less than 2.0, student remains on probation.  If cumulative SOAP GPA is 2.0 or above, student is in good standing.	One semester suspension. Required success strategies upon return.  Appeal process available for students with SOAP GPA of 1.50 or higher.
Academic Dismissal	One semester after returning from suspension, cumulative and semester SOAP GPA are less than 2.0  If semester SOAP GPA is 2.0 or above and the cumulative SOAP GPA is less than 2.0, student is placed on probation.  If cumulative SOAP GPA is 2.0 or above, student is in good standing.	Dismissal for two semesters and one summer. Must petition for reinstatement. If granted, student returns on probation status.



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**Example GPA Calculation (Standards of Academic Progress)**

Course	Letter Grade	Grade Point Value	Credit Hours	Grade Points
COM-101	B	3	x 3	= 9
PSY-101	D	1	x 3	= 3
MTH-095*	C	2	x 4	= 8
BIO-111	A	4	x 4	= 16
IMS-101	F	0	x 3	= 0
Totals*			17	36

\*Since developmental and remedial courses are included in the GPA calculation for Standards of Academic Progress, dividing 36 grade points by 17 credit hours gives a GPA of 2.118.

These standards (1) clearly define academic progress at the college; (2) offer the student assistance in setting realistic goals; and (3) outline the role and responsibility of students and college personnel in promoting academic success.

**Good Standing**—Students with a cumulative SOAP GPA of 2.0 or higher and students who have attempted fewer than 12 credit hours are in good standing.

**Academic Caution**—Students who have attempted 12 or more credit hours and have earned less than a 2.0 SOAP GPA will receive a caution notice and be required to participate in identifying success strategies with a counselor prior to their next registration. This may include enrollment in COL-101.

**Academic Probation**—Students placed on academic caution who earn a cumulative and semester SOAP GPA of less than 2.0 the following semester are placed on academic probation. These students will continue to participate in success strategies developed with a counselor. Students who earn a 2.0 or above semester SOAP GPA will remain on caution. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

**Academic Suspension**—Students placed on academic probation who earn a cumulative and semester SOAP GPA of less than 2.0 the last semester they were enrolled are placed on academic suspension. These students will be suspended from the college for one semester. Students must participate in developing success strategies with a counselor prior to re-enrolling. Students who earn a 2.0 or above semester SOAP GPA will remain on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing. Suspended students with a SOAP GPA of 1.50 or higher may see their counselor regarding the suspension appeals process.

**Academic Dismissal**—Students who have returned to the college after one semester on suspension and who earn a cumulative and semester SOAP GPA of less than 2.0 will be dismissed for one academic year (summer/fall/spring or spring/fall/summer). After this dismissal period, these students must petition for reinstatement. If reinstated, students will be placed on academic probation. Students who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

**Forgiveness Policy**

The Moraine Valley Forgiveness Policy is designed for those students who have demonstrated success in credit courses at Moraine Valley and who now wish to build a solid academic record that is not undermined by past failures. Candidates for the Forgiveness Policy would include those students who have succeeded in a new major or program after experiencing failure in courses of study that were inappropriate for their talents or ability level. Other candidates for this policy would be students returning to college after military service, extended work experience, or recuperation from serious illness or personal problems who are now committed to a new beginning in their academic career and can demonstrate their ability to succeed in credit courses.

This policy represents a formal process that allows students to have their cumulative grade point average recalculated without the inclusion of certain previously earned "F" grades. This policy does not raise individual course grades.

**Eligibility**—A student can petition for forgiveness any time after the following requirements of the policy are met:

- A student must earn, in subsequent terms, a consecutive number of credit hours with no grades of "P," "F," "D," or "I," and no more than two "W's," equal to the number of credit hours of "F" grades to be forgiven but no less than 15 credit hours. "Consecutive hours" means credit hours earned in sequence and does not refer to consecutive semesters.
- For example, a student who wants 15 credit hours or less of "F" grades forgiven must earn 15 consecutive hours with no grades of "P," "F," "D," or "I," and no more than two "W's" in subsequent terms (fall/spring/summer). A student who wants to have more than 15 hours of "F" grades (i.e., 18 hours) forgiven must, in subsequent terms, earn a consecutive number of hours with no grades of "P," "F," "D," or "I" equal to the number of hours of "F" to be forgiven (i.e., 18 hours).



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**Procedures**—A student must complete the official Moraine Valley Application for “F” Grade Forgiveness form and submit it to the Admissions and Records Office after the eligibility requirements are fulfilled.

- Grades earned in developmental and remedial courses which include, but are not limited to, CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090, COS-100, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091 cannot be applied toward the eligibility requirements.
- Grades earned at other colleges cannot be applied toward the eligibility requirements.
- Moraine Valley “U” (audit) grades will not be counted when calculating consecutive hours earned.
- Forgiveness of “F” grades will only be granted once for each student.
- When the eligibility requirements have been fulfilled and forgiveness granted, the student’s cumulative grade point average will be recalculated with “F” grades removed from the calculation. The “F” grades will remain on the official transcript with a notation indicating the student has been granted “F” forgiveness.

Any considerations above and beyond these statements should be directed in writing to the Faculty Academic Appeals Committee, in care of the vice president of Academic Affairs.

### President’s List and Dean’s List

To be eligible for the President’s List and Dean’s List for a given semester, students must earn credit in at least nine credit hours of college credit courses which count toward a certificate or a degree.

Students who meet the eligibility requirements and earn at least a 3.5 grade point average (excluding developmental and remedial courses) will be named to the Dean’s List. Students who meet the eligibility requirements and earn at least a 3.75 grade point average (excluding developmental and remedial courses) will be named to the President’s List. “D,” “F” or “I” grades will exclude a student from qualifying for the President’s or Dean’s List.

Developmental and remedial courses include, but are not limited to, COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097; and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.

See example calculation of grade point average for semester grade report on page 32.

### Part-Time Student Scholastic Achievement List

Moraine Valley Community College acknowledges the challenges of students who balance work, family and school responsibilities and recognizes the academic excellence of part-time students through the Part-Time Student Scholastic Achievement List. To be recognized for scholastic achievement, students must meet the following criteria:

- Earn at least a 3.5 cumulative grade point average with at least 24 credit hours (excluding developmental courses).
- Earn at least a 3.5 cumulative grade point average for the semester that the distinction is received.
- Attempt less than 9 credit hours during any semester at the college.
- Attempt at least 3 credit hours for the semester that the distinction is received.

Note: Grades of “D,” “F” or “I” will exclude a student from qualifying for the Scholastic Achievement List.

### Transcripts

Upon written request from the student, Admissions and Records will mail the student’s official transcript to any college, university or agency named. Transcript request forms are available at Admissions and Records. There is a fee per transcript. Letter grades earned in developmental and remedial courses will appear on the transcript, but the grades earned in these courses will not be calculated in the GPA which appears on the transcript.

### Academic Load

**Full-Time**—students who enroll in 12 or more credit hours during fall or spring semesters, or six or more credit hours during the summer session

**Three-Quarter-Time**—students who enroll in nine to 11.9 credit hours during fall and spring semesters

**Half-Time**—students who enroll in six to 8.9 credit hours during fall or spring semesters, or three to 5.9 credit hours during the summer session

**Part-Time**—students who enroll in less than six credit hours during fall and spring, and less than three credit hours during the summer session



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**Course Load for Working Students**—Students who work while attending classes should carefully consider the number of hours they work prior to enrolling. The following guidelines are recommended:

Work load per week: 0 to 15 hours

Suggested course load

Fall/Spring 12 to 16 credits

Summer 3 to 7 credits

Work load per week: 16 to 25 hours

Suggested course load

Fall/Spring 8 to 11 credits

Summer 3 to 4 credits

Work load per week: 26 to 40 hours

Suggested course load

Fall/Spring 3 to 7 credits

Summer 3 credits

### Student Classification

**First-Year Student**—one who has earned less than 30 credit hours

**Second-Year Student**—one who has earned 30 or more credit hours but has not earned a degree

