



GRADING POLICY

End-of-term grades are available via the student's online student account and are not mailed or given out over the phone. Only the grades in the following list may be assigned. Any courses graded with a W do not apply to a student's GPA. To calculate GPA, multiply the number of credits for each course by the grade points for the grade received in that course (grade points listed below). Add these numbers together and divide by the total number of graded credits for that term (include "F" grades and exclude P, NP, and W).

GRADE POINTS:

A	4.0 Outstanding Performance
A-	3.7 Superior
B+	3.3 Excellent
B	3.0 Very Good
B-	2.7 Good
C+	2.3 Better than Satisfactory
C	2.0 Satisfactory
D	1.0 Passing
F	0 Not Passing

GRADE SCALE:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
D	65-69
F	0-64

W Withdraw: not computed in GPA; assigned if a student submits a drop from between the Drop and Withdrawal dates

If a student is unable to complete course requirements during the given term for reasons acceptable to the instructor, the teacher may call the College Now office for other grading options.

High school teachers follow the COCC department grading scale given by their faculty mentors in calculating grades.

Incomplete (I) Grade Policy

An Incomplete/I grade is assigned when a student successfully completes approximately 75 percent of course requirements, but for reasons acceptable to the instructor, the student is not able to complete remaining requirements during the given term. An "I" grade is not a substitution for a failing grade, but indicates that there is a reasonable expectation that the student will pass the course. An incomplete grade will not count towards academic warning.

Students may request an Incomplete/I grade by contacting the instructor prior to the end of the term. Students must complete the remaining requirements within one quarter after the end of the original course (summer term excluded) unless the instructor designates a later completion date. Instructors will submit a grade change to the College Now Office within one week of the student completing the course requirements; if no grade is submitted, it is assumed the student did not complete the requirements and the "I" grade will convert to an "F". (Note that if the student has earned a different grade without completion of these requirements, the instructor has the option to submit that letter grade instead).

Before an Incomplete/I is issued the instructor must submit an Incomplete Grade Contract to the College Now office.

Grade Change

The responsibility of assigning grades for College Now classes is the high school teacher's with final approval by COCC faculty. A student who disputes the final grade (A–F) in a course should meet with

the teacher to review the grade. If not satisfied, the student may meet with the College Now faculty mentor or department chair, who can further review the grade with the teacher. If the student believes that the grade reflects capricious grading in some form, the student has recourse through the College Now Instructional Dean. Please call College Now 541.504.2930 if you have questions.