

DIVISION	REFERENCE NO.
VI. Academic Policies	6.7.1
CATEGORY	DATE
6.7 Grades	Edited 1982 Revised 5/88, 6/09

6.7.1 GENERAL POLICIES

Academic policies related to grades will be clearly explained in informational publications accessible to all students.

A. Grade Significance and Points

Grades are distributed to students at the end of each semester for each class in which they were enrolled after the tenth day from the beginning date of each class of the semester. Quality points are numerical values which indicate the scholarship level of a letter grade and are accumulated on the basis of the course credits earned. Quality points for each credit hour of the following grades are:

<u>GRADE SIGNIFICANCE</u>	<u>QUALITY POINTS</u>
A = Excellent	4
B = Good	3
C = Average	2
D = Poor	1
F = Failure	0
I = Incomplete	0
PR = Credit by Proficiency	0
TE = Time Extended	0
P = Pass	0

The grades below indicate a student status as initiated through an administrative process:

W = Withdrawal	0
L = Audit	0

Semester grade-point-averages (GPA's) are computed by multiplying the number of credits earned in a subject by the number of quality points assigned for that grade (e.g., and "A" in English 101 which carried three (3) credits would equal 12 quality points, a "B" would equal 9, etc.), adding all of the quality points together and dividing by the number of credits attempted.

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A grade of A, B, C, D, in a developmental course counts in the GPA, but not toward graduation unless approved by the Vice President of Academic Affairs.

Grades are issued at the end of the semester and placed on the student’s record.

B. Incomplete Grades

An incomplete (“I”) grade may be given to a student who, because of illness or other unique circumstances, has not been able to complete a course in the prescribed amount of time. A student receiving an “I” grade from an instructor will have eight weeks into the following semester (excluding summer) to complete the work. For students receiving financial aid, the “I” grade will be temporarily calculated as an “F” grade until a final grade is assigned. For students who are not receiving financial aid, the “I” grade will not be calculated into the grade point average until a final grade is assigned. If the work is not completed within eight weeks from the assignment of the “I” grade, the “I” grade will be changed to an “F” with the understanding that the instructor has the option of issuing a change of grade at a later date.

A student who requests to complete the course work must do the following:

1. Assume the responsibility of contacting the instructor. If the instructor grants the request, upon completion of the course work, the instructor will process a grade change through the Registration and Records Office.
2. If unable to locate the instructor, the student must contact the appropriate department chair.
3. In the event the department chair and student cannot resolve the matter, the department chair will refer the student to the Final Course Review Committee, which will have 30 days in which to reach a decision. That decision shall be final and binding to all parties.
4. Granting a request for additional time beyond the eight weeks is at the discretion of the instructor.

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C. Time Extended Grades

Time extended grades may be given in a few selected self-paced courses to students who will require more than three weeks to complete the course requirements following the assignment of the grade. Such students will be expected to re-enroll and pay tuition for the course which they are seeking to complete. Normally, re-enrollment to remove the “TE” grade should be in the semester immediately following the assignment of the grade; however, this is at the discretion of the department, and students are encouraged to consult their instructor for a definite decision. Records of student performance will be kept for two years to facilitate student re-enrollment to remove a “TE” grade. The “TE” will remain on the student’s transcript.

D. Honor Roll – Following the end of the Spring and Fall semesters, the President’s Roll of Excellence, the Roll of Honor and the Roll of Merit will be published for full-time and part-time students.

President’s Roll of Excellence – Full-time and part-time students who have earned a semester GPA of 3.75 – 4.0 will be listed on this roll. To be eligible for recognition in a given semester, students must have attempted and earned a minimum of six (6) semester hours at JJC. The purpose of the President’s Roll is to recognize students who attain the highest level of excellence in their academic studies.

Roll of Honor – Full-time and part-time students who have earned a semester GPA of 3.50 – 3.74 will be listed on this roll. To be eligible for recognition in a given semester, students must have attempted and earned a minimum of six (6) semester hours at JJC. The purpose of this roll is to recognize students who have achieved superior grades in their studies.

Roll of Merit – Full-time and part-time students who have earned a semester GPA of 3.0 – 3.49 will be listed on this roll. To be eligible for recognition in a given semester, students must have attempted and earned a minimum of six (6) semester hours at JJC. The purpose of this roll is to recognize students who have achieved above-average grades in their studies.

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E. Repeating Courses

When a course is repeated, the grade given at the end of the repeated course becomes the official grade. Both grades will remain on the permanent record, but the second grade is used to compute the GPA (grade-point-average). When transferring, a student should consult the four-year institution, as some colleges and universities average the two grades upon transfer.

F. Transcripts

Transcripts will be sent to students who request them provided they have paid all of their fees and have no restrictions. There is a charge for each official transcript requested.

G. Student Records Policy

The student records policy at JJC is governed by the Family Educational Rights and Privacy Act of 1974. Students are informed of their rights under this act through the college catalog, the student handbook and the college website.