Policy: 2.04

Grading System

Purpose

To define grading possibilities on Kansas City Kansas Community College student transcripts.

Policy Statement

A student's college work is evaluated in terms of a letter grade. Only semester grades are recorded on a student's college transcript. Grades are recorded as follows:

A	Superior	**NP**	Not Passed	**MP**	Making Progress
B	Good	**CR**	Credit		
C	Average	**I**	Incomplete		
D	Inferior	**W**	Withdrawal		
F	Failure	**WA**	Administrative Withdrawal		
P	Pass	**AUD**	Audit		

Pass/Not Passed (P or NP): A grade not computed into the student's grade-point average. A grade of **P** indicates the student completed and passed the requirements of the class. A grade of **NP** indicates the student did not complete the requirements of the course.

Credit (CR): A grade that indicates a student has received credit for the course, but the grade is not calculated in the grade-point average. The credit hours do count towards graduation requirements.

Incomplete (I): A grade that indicates the student's academic work is of passing quality but has not been completed. Course work needed to remove the grade of "I" is expected to be completed during the following semester. The maximum length of time to fulfill the requirement(s) for an incomplete grade is one (1) year after enrolling in the course.

If course work is not completed within a year, the grade of **I** will change to an **F** unless the instructor specifies an alternative grade within the designated time (one year after enrolling in the course). Incomplete grades must be resolved to fulfill graduation requirements.

Arrangements to complete the missing course work are to be made directly with the instructor awarding the "I" grade and in accordance with departmental and other KCKCC policies. In the absence of the original instructor, the academic dean will handle special circumstances. The "Report of Incomplete Grade Form" must be completed by the instructor documenting the reasons for granting an "I" grade and required work to be completed to remove the "I" grade. The "Report of Incomplete Grade Forms" are filed within the appropriate academic division. Resolution of the "I" grade does not involve a complete repeat of the course, only the completion of the missing course work. A student does not re-register for the course.

Audit (AUD): A grade that designates a student enrolled in a course for the content to be gained, not for academic credit and a grade. When they enroll, students must notify their student success advisor, program coordinator, or the Registrar of their intention to audit a class. The audited course will appear on the transcript with a grade notation "AUD". Audit hours are not considered for financial aid. An audited course may be taken for academic credit in a subsequent semester.

Making Progress (MP): A grade that may be assigned only for **designated developmental courses.** This grade indicates that the student has made significant progress but needs more time to achieve a passing grade. The student must re-enroll in the course to advance to the next level. Grades may be earned following re-enrollment for developmental courses. The grade of **MP** has no value in computing grade point average and does not carry credit towards graduation. **MP** will be counted as not passing in the student financial aid Satisfactory Academic Progress (SAP) calculation.

GRADE CHANGES: Only the instructor of a course can initiate a grade change. The instructor must submit a grade change form in the Registrar's Office. All grade changes must be made within two semesters of a student's initial enrollment. The Vice President of Academic Affairs must authorize any deviation from this policy. The appropriate academic dean MUST approve an "F", "W", "WA", "MP" or "NP" grade change or if the grade change is over the 1-year allotted time limit.

GRADE POINTS AND GRADE POINT AVERAGE

Grade points are assigned to letter grades as follows:

A 4 points per credit hour

B 3 points per credit hour

C 2 points per credit hour

D 1 point per credit hour

F 0 points per credit hour

P, NP, W, WA, I, AUD, **MP** No grade points are given

A student's grade-point average (GPA) is determined by dividing the total number of grade points earned by the total credit hours attempted.

Course work completed on a pass/no credit basis is counted in credit hours towards graduation but not towards the credit hours used to compute the cumulative grade-point average.

Credit hours with grades of **W, WA, I, P, NP, AUD** and **MP** are not used in figuring cumulative grade-point averages. If students repeat a course, the second grade is recorded on the transcript and used in evaluating the cumulative grade-point average.

Board Approved: 12/15/2020