

OWENS COMMUNITY COLLEGE  
PROCEDURES

**Grading System**

**Board Policy No.: 3358:11-2-32**

**PROCEDURES:**

(1) The following system will be used in evaluating student achievement.

College Grade Code	College Grade Description	Quality Points	Include in Term/Overall GPA Semester Hours Calculation	Include in Attempted Hours	Include in Earned Hours	Include in Passed Hours
A	Superior Quality of Achievement	4.00	Y	Y	Y	Y
B	Above Average Quality of Achievement	3.00	Y	Y	Y	Y
C	Average Quality of Achievement	2.00	Y	Y	Y	Y
D	Poor Quality of Achievement	1.00	Y	Y	Y	Y
F	Failure to Achieve	0.00	Y	Y	N	N
FNC	Failure to Achieve - No Credit	0.00	N	Y	N	N
AU	Audit of Course	0.00	N	N	N	N
I	Incomplete	0.00	N	Y	N	N
NGR	No Grade Reported	0.00	N	Y	N	N
PNP	Passing no Points	0.00	N	Y	Y	Y
PR	Progress	0.00	N	Y	N	N
WD	Withdrawal from Course	0.00	N	Y	N	N
CR	Credit Earned	0.00	N	Y	Y	Y
<b>Transfer Credit Grade</b>	<b>Transfer Credit Grade Description</b>					
LWA	Waived Credit – Legacy	0.00	N	N	Y	Y
WA	Waived	0.00	N	N	Y	Y
TA	Superior Quality of Achievement	0.00	N	Y	Y	Y
TB	Above Average Quality of Achievement	0.00	N	Y	Y	Y
TC	Average Quality of Achievement	0.00	N	Y	Y	Y
TD	Poor Quality of Achievement	0.00	N	Y	Y	Y
TL	Transfer Credit – Legacy	0.00	N	Y	Y	Y
TR	Transfer Credit	0.00	N	Y	Y	Y

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- (2) A grade of “I” – Incomplete may be issued for students who have extenuating circumstances for not taking the final exam or meeting some other defined requirement(s) in the course, and if the student’s percentage of total course material to be completed is no more than 25%. The instructor must complete the *Verification of Incomplete Grade Form – Work to be completed by Student* via the college portal and provide a copy to the student and forward the original and additional documents, as necessary, to the chair of the course in which they are instructor of record. The instructor must also complete the *Authorization to Change Grade Form* via the college portal once the student completes the course requirements to change the grade “I” to the final grade and forward the form directly to the Office of the Registrar for processing.

If an “I” grade is issued, the instructor will be required to report the “Incomplete Final Grade” and the “Extension Date” via the college portal. The “Incomplete Final Grade” is the final grade the student would earn if they do **NOT** complete the requirements for the course. In most cases the grade “F” or “F/NC” is issued if work is **NOT** completed. The “Extension Date” is the deadline date for course completion that will be defaulted to the last day of the first 8 weeks of the following semester. Procedures and guidelines may vary for selective admission programs. Once the Extension Date has been reached, the student’s final grade is changed to the Incomplete Final Grade designated on the *Incomplete Grade Summary Form*. Incomplete grade extensions will be considered on a case by case basis by the department chair.

- (3) Students who are in their last semester of course(s) and petitioned for candidacy for a degree or certificate that has been issued an “NGR” or “I” grade must complete their course requirements successfully and meet all the graduation requirements prior to the first day of the following semester. Otherwise their petition for degree or certificate will be denied and the student will be required to petition for a future term and pay fees as they apply.
- (4) A grade of “WD” – Withdrawal from Course, will be used when the student withdraws or is administratively withdrawn from the course after the census date of each part of term of the academic semester. For courses which are less than a full semester (less than 15 weeks in length), a prorated census date will be used. Please refer to policies and procedures: Withdrawing from College 3358:11-2-15, Repeating a Course 3358:11-2-25, and Student Code of Conduct 3358:11-3-11.
- (5) A grade of “AU” – Audit of Course, please refer to policies and procedures for Auditing Courses 3358:11-2-12 and Admission of Mature Citizens 3358:11-2-04.
- (6) A grade of “PR” - Progress, will only be used for developmental courses. “PR” indicates regular attendance and performance above “F” level but insufficient progress for “P/NP” or “I”. Course needs to be repeated. Please refer to policy and procedures Repeating Courses 3358:11-2-25.

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- (7) A grade of “CR” – Credit Earned, used for articulated credit such as prior learning assessment, work experience credit and other credit where no letter grade is assigned and no impact on GPA is expected. CR grade replaces the “WA” grade and will appear on the transcript as Owens credit rather than transfer credit.
- (8) A grade of “TR” – A grade of TR is Transfer Credit, used for articulated credit such as prior learning assessment, work experience credit and other credit where no letter grade is assigned and no impact on GPA is expected. TR is based on a transfer of credit received from a prior institution. It also replaces the “WA” grade.
- (9) A grade of “LWA” – Waived Credit Legacy or “WA” – Waived Credit, is posted in the transfer block of the official academic transcript and will fulfill the course and credit hour requirement for a degree or certificate. (*LWA is inactive as of Spring Semester 2014.*) The following learning assessments for course credit are articulated as waived credit:

WADVPL - Advanced Placement,  
WCLEPS - CLEP - College Level Exam Program  
WEDUWA - Educational Waivers  
WHSART - High School Articulation  
WMILWA - Military Experience/Education  
WPROFI - Proficiency Exams  
WTPREP - Waived Tech Prep  
WORKW - Work Experience Waivers  
WLEGAC - Waived Credit from Legacy

- (10) For grade disputes and appeals refer to policy and procedures 3358:11-2-54 Academic Appeal.
- (11) Grade point average calculation.
- i. Overall cumulative grade point average is calculated by dividing the total number of quality points for all semesters by the total number of GPA hours for all semesters.
  - ii. Term/Semester grade point average is calculated by dividing the total number of quality points for the term/semester by the total number of GPA hours for the term/semester.
- (12) Final Grades are posted to the student’s official academic transcript. Students may view their academic unofficial transcript via the college on-line portal.

These procedures were reviewed by the Academic Standards Committee for implementation through the Office of the Provost.

Any changes to the procedures must be submitted to the Board Secretary for President’s Cabinet review.

These procedures conform to the POLICY approved by the Board of Trustees on May 3, 2011, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of May 14, 2011.

Amended for grades of “CR”, “TR”, “WD” and “LWA”. Provost approved 1-21-14. Posted 4-3-14.