

# GRADES

Students may access their official grades by using their User ID and password in MyGOCC. Grades for each semester are available approximately one week after the end of each semester and are concurrently posted to the permanent transcript of the student.

## Grade Point Averages

To compute the grade point average (GPA), the grade earned in each course is multiplied by the corresponding number of credit hours in the course. This yields the number of honor points. The cumulative grade point average is calculated by dividing the number of honor points by the total number of credit hours carried.

Work for which an Incomplete ("I") grade is given is not computed in arriving at a grade point average. [Add hyperlink for Incomplete grades]. A Withdrawal ("W"), Visitor Audit ("V"), Credit granted ("CR"), In-Progress ("IP"), and No Credit ("NC"), are also not computed in the GPA calculation.

## Grading System Policy (3.22)

At the end of each enrollment period, a grade is entered on the student's permanent record for each class for which the student is registered. The following numerical grading system is used:

4.0	Outstanding; work is clearly at a mastery level
3.5	Much better than average
3.0	Better than average; work exceeds standards
2.5	Slightly better than average
2.0	Average; work meets standards acceptably
1.5	Less than average
1.0	Poor; work barely meets minimum standards
0.0	Failing; work does not meet course standards
I	Incomplete (see policy 3.23 for description of when to use)
W	Withdrawal
V	Visitor (Audit)
IP	In progress; no credit (see policy 3.23 for description of when to use)
CR	Credit granted
NC	No credit

Adopted by Board of Trustees July 1992, revised 2/20/03, revised 9/14/05, reviewed 9/17/14, 1/12/23

## Grade Appeals Procedure

1. Within a month of receipt of the grade, the student will appeal the grade to the course instructor and present facts that document the necessity for a grade change. These facts might include copies of quiz or test grades and grades on papers or final exams. The discussion should cover the calculation of the grade using the

process described in the course syllabus. The burden of persuasion shall be on the student. The student and the instructor will review the facts and the instructor will render an opinion based upon his or her professional judgment.

2. If the grade appeal is not satisfactorily resolved, the student may send a letter of appeal to the Vice-President of Academics. The Vice-President of Academics will forward a copy of this letter to the instructor. The student must appeal the grade in writing within two months of receipt of the grade. Some reasons for a grade appeal might be:
  - a. The grade was calculated in a manner inconsistent with the course syllabus or the changes to the syllabus.
  - b. The grading standards for the course were arbitrary, capricious, or unequally applied.

The Appeal Committee comprised of the Vice-President of Academics, and the instructor will review the facts. The instructor will be asked to demonstrate that the grade was determined in a manner consistent with the course syllabus. Only when there is due cause such as item 2b, the Vice-President of Academics will have the authority to change the grade without the instructor's support. The decision of the Appeal Committee is final.

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## Academic Forgiveness Program

The Academic Forgiveness program pertains to students who did not perform to their academic potential earlier in their studies at Glen Oaks but who have since demonstrated a higher level of achievement. The program is intended to help students improve their academic standing, achieve their educational goals, and encourage student success and completion. By removing previously earned credit hours and GPA calculations, students are given the opportunity to have their cumulative grade point average reflect their more recent improved academic performance.

A student may petition one time for academic forgiveness if the following circumstances apply:

- A marked change in the student's academic performance must be present, as evidenced by the successful completion of 12 or more credit hours, with a 2.0 grade or better earned in each of the most recently completed classes constituting the 12 or more credit hours. This will be referred to in the policy as a "period of recent success." Courses below the 100-level cannot be counted toward the 12 credit hours.
- The student must be enrolled in classes at Glen Oaks Community College the semester in which the petition is filed.

Students who have completed and earned a degree from Glen Oaks are not eligible.

When the above circumstances apply, the student may request that 0.0-1.5 grades that were earned prior to the period of recent success be forgiven. This is a one-time irreversible option. In some cases, forgiveness of 1.0 or 1.5 grades may affect a student's financial aid

eligibility. It is the student's responsibility to confirm whether his/her eligibility will be impacted.

The process for petitioning for academic forgiveness is as follows:

1. Meet with an advisor to determine if academic forgiveness is an appropriate option.
2. If deemed appropriate, the student will fill out an academic forgiveness form through Etrieve, specifying which 0.0-1.5 grades earned prior to the period of recent success are included in the request.
3. The advisor will receive, approve, and send the form to the appropriate academic dean or the Vice-President of Academics for review.
4. If approved, the Registrar will receive the form and update the student's record. The forgiven courses and grades will appear on the student's transcript with a notation stating, "not calculated in GPA."
5. If a student disagrees with the advisor's evaluation, he/she may appeal directly to the Vice-President of Academics, whose decision will be considered final and will terminate the process within the College.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 9/17/14, 5/11/22, 4/13/23

## Grades: Incomplete and In-Progress Coursework (3.23)

### Incomplete Work

A student performing satisfactorily may, with permission, receive an Incomplete (I) in a course if at least 75% of the course is completed. A grade of "I" may be completed by satisfactorily finishing the course objectives within one semester subsequent to the receipt of the Incomplete. If no grade change is initiated, the "I" becomes a 0.0 on the student's record and the student must register and repeat the course to receive a grade and credit for degree purposes. The student must initiate this process by completing the "Student Request for Incomplete Grade" form in Etrieve for consideration by the instructor. The instructor will specify in writing the unfinished coursework that must be completed and the deadline for completion, which shall be no later than the end of the following semester. The instructor and the Vice President of Academics must each approve the extension of time for the student to complete the necessary coursework.

### In-Progress Work

A student enrolled in courses below 100-Level or in Open Entry/Open Exit may receive an In-Progress grade of "IP" if the course requirements as detailed in the course syllabus have not been completed. The student has the next semester (i.e., either fall or winter) to work with an instructor to complete the course requirements. A student will receive no academic credit for an "IP" grade, and it will not affect the student's grade point average. If the In-Progress course requirements are not met by the end of the following semester, the "IP" grade becomes a No Credit (NC) grade.

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