

GRADING SYSTEM

The quality of coursework at LCCC is indicated by letter grades. Each letter grade carries credit points which are used in computing the student's cumulative grade point average.

A	Superior quality – 4.00 credit points per semester hour.
B	High quality – 3.00 credit points per semester hour.
C	Average – 2.00 credit points per semester hour.
D	Below average – 1.00 credit points per semester hour.
F	Failing – 0.00 credit points per semester hour.
FAW	Failing administrative withdrawal due to insufficient pursuit of course completion – (0.00 credit points per semester).
P	Proficiency/articulated credit – not computed in average. (70% or higher)
S	Satisfactory – not computed in average.
U	Unsatisfactory – not computed in average.
I	Incomplete – not computed in average.
AU	Audit/no credit – not computed in average.
X	Examination credit – not computed in average.
XP	Transfer credit – not computed in average.

Students must declare S/U grade option by the end of the eighth scheduled week of the semester. Students must declare the audit grade option by the end of the second scheduled week of the semester. Written declarations must be completed in Enrollment Services. Incompletes must be arranged prior to the final examination by written contract with the course instructor (see Incomplete Policy).

Deadlines for credit courses offered differently than the traditional semester calendar will be calculated proportionately to and consistent with institutional policy.

Grade Point Average - Cumulative

A student's cumulative grade point average is computed at the conclusion of each semester by dividing the total number of credit points earned by the number of credit hours the student has attempted up to that time. See the following example:

Semester Hours Attempted	Grades Received	Credit Points
3	A	12.00
5	B	15.00
3	D	3.00
2	F	0.00
13		30.00

30 divided by 13 = 2.31

Students considered in good standing must maintain a minimum 2.0 grade point average.

Midterm Grades

Midterm grades reflect the student's progress through the 50% point in time of the session. In some cases, they represent about half of the grade in the course. In other cases, much of the coursework is yet to be completed and graded. The intent of the midterm grade is to inform students of their current progress in the term in an effort to help them

stay enrolled in class and improve their success rate. If students have questions concerning their midterm grade, they should contact their course instructor.

Midterm grades will be reported by the faculty member at the 50% point of the session for all courses except for those considered dynamically dated (session lengths outside of the established sections). Students who are not actively pursuing course completion may receive a grade of FAW (see policy on failure administrative withdrawal (<https://www.lorainccc.edu/admissions-and-enrollment/withdrawals/>)) and may be withdrawn from the course at a 0% refund of tuition and fees. Midterm grades will be available to students online through their MyCampus account.

Course instructors have the option of using either the standard grades or satisfactory/unsatisfactory for midterm grades. Standard grades are defined as A, B, C, D, F or FAW. Satisfactory/unsatisfactory grades are defined as S, U or FAW.

Midterm grades are not entered on the student's permanent record with the exception of grades of W, AU or FAW.

Grade Reports

Grades are available to students online and are recorded on the student's permanent academic record. Suspected errors must be reported to the Registrar's office within three weeks of the last official day of the semester. Transcripts will be withheld from students with outstanding obligations to the College.

Grade and Course Expectation Appeals

It is the responsibility of faculty to exercise professional judgment in the conduct of courses to which they are assigned, to evaluate the student's performance, to assure fair and equitable treatment of all students and to strive to communicate requirements and expectations to students in a clear and timely manner. It is the responsibility of students to carry out the requirements and assignments of the course, to recognize that variation in teaching techniques and styles are an integral part of the learning process and to understand that they have an equal share of responsibility for their individual success in the course.

Students who are concerned about unfair treatment have the responsibility to raise the question with the faculty member to obtain clarification of the situation. If the student feels that further review is necessary, they may appeal to the academic division dean responsible for the course, who will review all the facts and viewpoints surrounding the matter in an attempt to reach a satisfactory agreement. The dean's decision may be appealed to the provost/vice president for academic affairs and University Partnership who will review the matter and render a decision. The review by the provost will include communications with other areas of the College and/or the president's office.

At all levels of review, the rights of a student will be given consideration; however, equal recognition will be given to the need for faculty to contribute to a student's learning and development using a variety of techniques and approaches.

View the student grievance procedure and online form (<http://catalog.lorainccc.edu/campus-policies/student-grievance-procedure/>).

Incomplete

A faculty member and a student who has successfully completed the majority of work for a course may enter into an agreement whereby

a grade of Incomplete (I) is reported at the end of the semester. The Incomplete is a temporary grade which allows for completion of a course the student is otherwise unable to complete due to extenuating circumstances and conditions beyond the student's control.

The agreement between the faculty member and student must be finalized and an "Incomplete Grade Contract" signed prior to the reporting of grades at the end of the semester.

The "Incomplete Grade Contract" includes a description of course materials and activities to be completed along with the date by which the student must complete the work.

If the student has not completed the course in accordance with the "Incomplete Grade Contract" by the agreed upon date, then the grade of "I" will be converted to and reported as the grade earned without credit for any incomplete coursework. Deadlines for completing an incomplete course must be scheduled prior to the end of the subsequent semester.

Students with a grade of "I" on their transcript are ineligible for graduation. The deadlines by which work must be submitted for an incomplete are listed below:

Semester Reported	Due No Later Than End Of:
Fall Semester	Spring Semester
Spring Semester	Fall Semester
Summer Semester	Fall Semester