



**Procedure 303-05 Grading**  
**Sponsor: Academic Affairs**

**Purpose**

The purpose of this procedure is to define the Coconino Community College grading system.

**Definitions**

College Emergency is an event recognized by the District Governing Board that has a potential impact to the whole community, e.g. pandemics, prolonged and severe weather, fire, etc. and may force the College to change its course of action in the way it offers student services and the delivery of educational programs.

Contract for Incomplete Grade is a contract between the instructor and student to establish outstanding work to be completed before the end of the following term (fall/spring or spring/fall).

Course Credit is recognition by the College that a course of studies has been successfully completed; measured in semester hours.

Course Syllabus outlines the goals and objectives of a course, prerequisites, the grading and evaluation scheme, topics to be covered, and schedule.

Credit Hour is the unit of measuring educational credit, usually based on the number of classroom hours per week throughout the term. Awarded credit for classes is based on the Carnegie unit. This defines a semester unit of credit equal to a minimum of three hours of work per week for a semester.

Grade earned is the level of proficiency attained in course outcomes.

Instructional Period is the term (fall, spring, summer) or part of term (e.g., 16 weeks, first 8 weeks) in which the course is scheduled, as defined by the academic calendar.

**Procedure**

The instructor determines course grades as outlined in the course syllabus.

Grades earned in for-credit courses at Coconino Community College are recorded at the end of each session according to the following grading system.

Grades		
Letters	Grades	Grade Point(s) per semester credit hour
A	Excellent	4
B	Exceeds Standard	3
C	Meets Standard	2

Grades		
Letters	Grades	Grade Point(s) per semester credit hour
D	Below Standard	1
F	Failure	0
I	Incomplete (not a final grade)	*
W	Withdrawal	*
AU	Audit (no credit)	*
IP	In Progress	*
NC	Non-Credit (no credit)	*
S	Satisfactory	*(equivalent to C or higher)
U	Unsatisfactory	*

### Student Request for Incomplete Grade

A student who, for reasons beyond their control, is unable to complete the requirements during the instructional period, may make a request to the instructor for a grade of Incomplete (“I”) providing they have completed 80% of the enrollment period for the course and have a grade of C or higher. (See Exceptions for Spring 2020 only)

The student must also:

1. Present a case documenting circumstances that prevent completion of the course requirements by the end of the instructional period.
2. Enter into the “Contract for Incomplete Grade” with the instructor before the end of the instructional period.
  - a. A “Contract for Incomplete Grade” will not exceed one semester (not including summer term) following its approval. A grade of “I” issued during a summer session must be resolved by the end of the following fall semester.
  - b. A “Contract for Incomplete Grade” must include a default grade to which the incomplete grade defaults if the student does not resolve the incomplete coursework within the deadline.
    - i. Calculation of the default grade is determined by the work completed for the course over the entire instructional period, not what the student has earned up to the point of the incomplete request. The instructor must calculate the grade the student will earn if the missing work defined in the contract is not completed.
    - ii. If a student completes some but not all of the work outlined in the contract, the missing assignments will receive a zero grade.
  - c. Students needing additional time beyond the deadline may petition for an extension through the instructor before the end of the contract. The instructor coordinates the extension with the Registrar.
  - d. Upon completion of the course work outlined in the contract, the instructor will initiate a “Change of Grade Form.” If the instructor is no longer available, the student must contact the Registrar.
    - i. If no Change of Grade form is submitted to the Registrar by the deadline, the default grade specified on the contract will be posted to the student’s permanent record.

- e. Instructors cannot approve the incomplete grade unless the terms to resolve the incomplete are finalized and an Incomplete Contract is complete and submitted to the Registrar before the course ends.

W, S/U, and IP Grading

A grade of “W” indicates that the student withdrew from the class after the end of the drop period but on or before the withdrawal deadline.

A grade of S/U is available for some courses as stated in the College Catalog.

1. A grade of “S” is the equivalent to a grade of C or higher and is not calculated in the student’s GPA.
2. A grade of “U” appears on the transcript but not as credit earned for the term.
3. A grade of “S” shall not apply towards a degree or certificate requirement.
4. On an exception basis, “S” grades may be allowed in the AGECEC for transfer credit, if documentation collected by the College indicates that the “S” grade issued was the only option for the student and the “S” is a C or higher. The “S” grade exception does not apply to credits awarded by AGECEC granting/receiving institutions. (See Exceptions for Spring 2020 only)

A grade of “IP” is used for courses that, by their content and requirements, normally require more time than the term or session for which a student has enrolled, or to indicate courses that students are currently enrolled in.

Honors Designations

Students who complete at least six (6) credits during a semester and whose grades qualify will be granted the following designations:

President’s List	4.00 Semester GPA
Provost’s List	3.50 to 3.99 Semester GPA

GPA Calculations and Academic Appeals

Only the highest grade will be used in computing the grade point average. However, all grades will be posted on the permanent record and transcript.

Students interested in replacing a poor grade to increase their GPA may repeat the course according to Procedure 501-12 Repeating Courses. The highest grade achieved will be used in calculating the GPA.

Students may appeal a grade or other decision affecting the completion of course requirements. (See Procedure 303-06 Student Academic Appeals)

Exceptions for Spring 2020 Only

Request for Incomplete Grade: If the student cannot complete the course for reasons beyond their control, the College will allow the student to request an incomplete grade providing they have completed 60% of the enrollment period for the course and have a grade of C or better.

Students in 8-week, Second-half Classes: Students who are unable to complete the remainder of the course and have not reached the 60% enrollment benchmark should consult with their academic advisor,

Registration and Enrollment Services, and Financial Aid before withdrawing and petition for a refund. Students withdrawing from a course are required to retake the course(s) starting from the beginning.

A grade of S/U is available for some courses as stated in the College Catalog: Students who choose an “S” grade in an AGEC course in response to the COVID-19 emergency, may use this grade to complete their AGEC requirements where the College defines “S” as equivalent to a C or higher. Arizona universities will accept “S” grades earned in AGEC courses during Spring 2020. (See AZTransfer Policy 403 – Pass-Fail courses)

### **References**

Procedure 303-06 Student Academic Appeals

Procedure 501-12 Repeating Courses

AZTransfer Policy 403 Pass Fail Courses

### **Procedure History**

1991/1992	Catalog
04/06/2004	Revised
06/01/2004	Revised
05/23/2010	Revised
11/14/2012	Revised
03/12/2014	Adopted by College Council
04/13/2014	Revised
05/13/2015	Adopted by College Council
12/14/2016	Revised
02/01/2017	Adopted by College Council
09/20/2019	Revised
10/25/2019	Revised and Approved by Executive Leadership Council
07/22/2020	Revised and Approved by Executive Leadership Council

### **Legal Review**

None