

GRADING SYSTEM

ADMINISTRATIVE RULE NUMBER: D024

LAST APPROVED: November 1, 2019

RELATED TO POLICY SERIES NUMBER: 431

GRADED SYSTEM: D024.1

The traditional graded system uses “A,” “B,” “C,” “D,” and “F,” as defined under “Grade Definitions.” Change to this grade system option is available at any time during the first 80% of a course’s term by completing the approved registration process. The Curriculum Committee may specify whether this grade system option is unavailable for courses. Degree or certificate requirements may only allow specific grade system options.

PASS/NO PASS SYSTEM: D024.2

This grade system uses “P” and “NP” as defined under “grade definitions.” A “P” grade does not satisfy the prerequisite of “C or better” required for entry into some courses - the English Composition sequence, for example. Transfer students should be aware that four-year institutions limit the number of pass/no pass credits that may be applied to a degree and frequently recalculate the Student’s grade point average by weighing each “P” as if it were a “C” or “D” and each “NP” as if it were an “F” from the traditional graded system.

If available, students may select this grade system option at registration or change to this grade option at any time during the first 80% of a course’s term by completing the approved registration process. The Curriculum Committee may specify whether this grade is available for specific courses and if degree or certificate requirements allow specific grade system options.

ATTENDANCE: D024.3

Students are expected to attend all classes in which they are enrolled. Repeated absences will affect a Student’s grade. Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdraw process.

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Students having excessive absences and who fail to drop or withdraw from a class by the published deadlines may earn a grade of “F” or “NP” according to the grade system option selected by the Student. Faculty must record the last date of attendance for Students who earn an “F” or “NP.”

Federal Regulations, 34 CFR 690.80(b) requires institutions to verify class attendance in each class in which a student enrolls in and receives financial aid for based on the credit hours being included in their enrollment status. Failure to prove attendance may result in TBCC having to refund the Federal Government the funds received. Students who stop attending and who fail to drop or withdraw from a class by the published deadlines may earn a grade of **F** or **NP** according to the grade system option selected by the student. Faculty must record the last date attended for students that earn an **F** or **NP**. By the end of the first week of the term, Faculty are required to note on their attendance rosters any student who has not attended class during the first week of the term. These students will be dropped from the class and given the mark of No Show (**NS**). Enrollment in a course is required for any students that attend a course. Faculty may deny access to any registered students who do not attend the first-class section. Students who fail to attend or stop attending classes and fail to drop them within the published drop deadlines will be responsible for the associated tuition and fees.

LAST DATE OF ATTENDANCE: D024.4

Faculty are required to report the last date attended for any student earning an F or NP mark. This date is determined by 1) last date the student was in class; or 2) last date the student participated in required course work such as but not limited to a test, on-line discussion group, submission of coursework, etc.

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WITHDRAWAL FROM COLLEGE AFTER COMMENCEMENT OF CLASSES: D024.5

Official Withdrawal: The student's withdrawal date is based on the date that the college is provided with "official" notice of withdrawal. Official notice occurs when the Student Services Office is notified of intent to withdraw.

Unofficial Withdrawal: An unofficial withdrawal takes place when a student does not provide the college with official notification. In such cases, the date of withdrawal for Title IV purposes will be based on the best available academic record. A withdrawal date will be determined by the college when one of these four instances occurs:

- A. The date the student begins the college's withdrawal process (described in the schedule of classes)
- B. The date the student officially notified in writing the Registrar of intent to withdraw.
- C. The midpoint (50%) of the term if the student withdraws without notifying the college.
- D. The last due date of attendance at an academically related activity as documented by the college.

COMPUTING GRADE POINT AVERAGES: D024.6

Grade points are computed on the basis of four points for each credit of "A," three points for each credit of "B," two points for each credit of "C," one point for each credit of "D," and zero points for each credit of "F." Grades of "P" and "NP" and marks of "SC," "NSC," "I," "W," "CIP," "CIPR," "R," "NS," and "AUD" are disregarded in the computation of the grade point average. The grade point average is the quotient of the total points divided by the total credits in which "A," "B," "C," "D," and "F" are received.

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GRADE CHANGES: D024.7

All grade change requests must be submitted, utilizing the appropriate form, by the Instructor within one year of the end of the course, including grade changes made as a result of resolving a disputed grade. If a grade dispute cannot be resolved with the Instructor, the Student may follow the student grievance or complaint process. If the Instructor is no longer employed by TBCC and, following a good faith effort to contact the Instructor, the Instructor is not available for consultation, grade changes can be made by the Vice President of Instruction and Student Services providing there is evidence to make the change.

STUDENT RESPONSIBILITY: D024.8

Students shall be responsible for reading about and selecting a grading system option for each class they take at Tillamook Bay Community College as a condition of completing their registration for classes either online or in person. Students receiving financial aid should consult a Financial Aid Advisor prior to taking any steps described herein. Faculty inform Students regarding their standing in class, existing petition processes for extraordinary situations, and refer Students to other appropriate advisors for issues outside the classroom related to tuition, financial aid, and graduation. Faculty record earned grades for Students according to each Student's choice as described herein. The Curriculum Committee may specify whether a specific grade system option is available for each course in its domain.