



Category
EXAMINATION & GRADING POLICY – 2:10:00:00
Approval
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Revised: January 12, 2009; December 9, 2016
Responsible Party: Vice President for Academic Affairs

I. EXAMINATIONS

- A. Faculty members are responsible for giving and evaluating examinations.
- B. It is the student’s responsibility to seek out the instructor and do what is necessary to effect a change of grade.
- C. Security of test materials is the responsibility of each faculty member.
- D. All students shall be evaluated in the courses they are taking.
- E. Final examinations shall be given only at the time designated on the printed examination schedule, unless approved by the appropriate Dean. Students in non-traditional start courses will be notified on their course outline.
- F. Make-up examinations may be given for absences due to official college trips, such as athletic events, or provable emergencies such as illness (doctor's statement), death in the family, court duty, or military service.
- G. Final examinations are to be kept on file per TBR retention guidelines.

II. GRADING

- A. The following grading system is used at Motlow State Community College:

Grade		Quality Points Awarded Per Semester Hour
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Passing, but below average	1
F	Failing	0
FA	Failed Absence	0

NOTE: In Learning Support courses, only grades of "C" and above are acceptable for successful completion.

B. Other markings, which may appear on the grade report and/or transcripts, are as follows:

Marking	Meaning
CE	Credit by Exam
I	Incomplete
P	Passed
S	Satisfactory
W	Withdrew
AU	No Credit

1. The "CE" is used when a student receives credit for a course by challenge examination. The "CE" is not used in computing the grade point average.
2. The "I" indicates that the student has not completed all course requirements because of illness or other circumstances beyond his/her control, especially those which may occur toward the close of the term.
3. Failure to make up work or to turn in required work on time does not provide a basis for the "I" unless extenuating circumstances noted above exist. The "I" is not included in computing the grade point average in the semester for which it is assigned. An incomplete may be removed during the succeeding semester, excluding summer or the "I" may be extended by the faculty member. If the "I" is not removed or extended, a grade of "F" is automatically entered.
4. An "I" in nursing (NURS) courses must be removed by the end of the second week of the semester following the term in which the "I" was received, including summer term.
5. The "AU" is used when a student requests audit status for a course and receives no credit and no grade.
6. The grades "P" and "F" are used for courses with the Pass/Fail grading option.
 - a. The "P" is not used in computing the grade point average. When a "P" is assigned, the hours earned are increased, but total hours attempted and quality points earned are not affected.
 - b. The "F": is used in computing the grade point average by including the number of hours of the course in the hours attempted total and including zero grade points in the grade points earned.
7. The "S" is used only for reporting a general interest community service course and indicates successful completion of that course and receipt of continuing education units (CEUs).
8. The "W" is used when a student drops a class or withdraws from the college after the last day to be deleted from the roll and no later than ten weeks into the semester. The "W" is not used in computing the grade point average. The "W" has no effect on quality hours attempted, hours earned, or quality points earned.

III. SUBMITTING GRADES

- A. Students should be provided with grades in a timely fashion throughout the course.
- B. Early alerts are recorded by each faculty member at quarter term if a student is at risk and throughout the term as appropriate. *Verification is required by the end of the fifth (5th) week of the start of the semester, excluding summer.*
- C. For courses not meeting on the traditional schedule (i.e. ACE, late start, weekend warrior, etc.) early alerts are recorded by each faculty member before 1/3 of the class is completed.
- D. Final grades are recorded online by each faculty member through use of MyMotlow.
- E. Once a grade has been submitted to the Office of Admissions and Records, it may not be changed without the approval of the appropriate Dean.

III. CHANGING FINAL GRADES

- A. A faculty member may change a student's grades with approval of the appropriate Dean.
- B. Grade changes shall be made only in the event that there is an error in computation or an "I" is being removed and a new grade assigned as determined by the appropriate Dean.
- C. Grade changes are made online through MyMotlow.
- D. An incomplete may be removed during the succeeding semester, excluding summer or the "I" may be extended by the faculty member.
- E. If the "I" is not removed or extended, a grade of "F" is automatically entered.