

**BLUE MOUNTAIN COLLEGE**  
**POLICIES AND PROCEDURES**

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**AREA: Academic Affairs**

**NUMBER: Policy 2.15**

**SUBJECT: Grading**

**1. Undergraduate**

**A. Grading System**

Blue Mountain College has a suggested grading scale\* which is listed below. Individual faculty members may alter this scale in keeping with their individual philosophies. However, each faculty member must inform students about the grading scale which will be used in each course.

<u>Grade</u>	<u>Interpretation</u>	<u>Numerical Equivalent*</u>
A	Excellent	95 - 100
B	Good	87 - 94
C	Average	75 - 86
D	Lowest Passing Grade	70 - 74
F	Failure	below 70
FA	Failure (due to lack of attendance)	
FE	Failure (excluded from calculation of GPA)	
P	Pass	
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete	
RP	Repeat (course has been repeated)	
W	Withdrawal (no penalty)	
WI	Withdrawal (Involuntary)	
WP	Withdrawal passing (no penalty)	
WF	Withdrawal failing	
AU	Audit	

**B. Quality Points**

Blue Mountain College uses the 4.00 grading scale using rounded numerical values. The quality points assigned for each grade per semester hour are as follows:

A	=	4 grade points per hour
B	=	3 grade points per hour
C	=	2 grade points per hour
D	=	1 grade points per hour
F	=	0 grade points per hour

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### C. Grade Point Hours

Grade point hours are those academic hours for which a student registered and received a letter grade, including grades of *F*, *I*, and *WF*. Grades of *P*, *W*, *WP*, and *AU* are not considered in the computation of a student's grade point average.

### D. Grade Point Average (GPA)

A student's grade point average is based on semester hours attempted, less repeated courses. A student is allowed to repeat any course once; however, the highest grade is used in calculating the GPA. A required course that has been failed may be repeated twice. Courses that are repeated remain on the student's permanent record with a notation that the course has been repeated and no longer figures in the student's GPA. The formula for calculating the GPA = total quality points divided by semester hours attempted. Credits in non-academic do not carry quality points and are not used in the calculation of the student's GPA. Transfer GPA's are considered for admission to the teacher education program, athletic and financial aid eligibility, and initial admission's academic standing. Repeating courses may have an affect on financial aid eligibility.

### E. Removal of Incomplete Grades

A grade of *I* (incomplete) is recorded at the end of a semester or term only when a student, through no fault of his/her own, is unable to complete the work prescribed in the course. This determination is made by the professor of the course in question with approval of the Vice President for Academic Affairs. *Permission to Record An Incomplete ("I") Grade* form (available in the Office of the Registrar) must be completed by the professor involved. Final approval is secured by the Registrar from the Vice President for Academic Affairs. The student must complete the work for the course by the end of the following semester if the student remains enrolled at the college, or the *I* will become an *F*. If the student does not continue to be enrolled at the college, he/she must complete the course work by the end of the second semester following receipt of the *I* or the grade becomes an *F*. Faculty members are responsible for reporting the removal of *I* grades to the Office of the Registrar using the Grade Change/Correction Form available in the Office of the Registrar.

### F. Grade Reports

At the mid-point of each fall and spring semester, a progress report showing a letter grade on each course for each Blue Mountain College student is accessible via the student portal. These grades do not carry quality points and are merely a reflection of the student's academic progress during the first half of the semester. They do not become a part of the student's permanent record or transcript. Also, a mid-semester report and final grade report (for students whose accounts are clear) is mailed to any parent or guardian of a student provided the student makes this request in writing in the Office of the Registrar at the beginning of each semester or term. A semester or term grade report showing semester hours attempted and earned, quality points earned, final grades, and semester and cumulative grade point averages is accessible via the student portal to each student at the end of each semester or term provided the semester or term bill is paid in full. A student whose grades are on hold due to a delinquent account must make satisfactory

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arrangements with the Office of Business Affairs prior to accessing his/her grades.

### G. Grade Change/Correction

Any grade changes or corrections must be made in writing in the Registrar's Office by the instructor of the course in which the change/correction is needed. A Grade Change/Correction Form for this purpose is available in the Office of the Registrar. An explanation of the reason for the change or correction should be recorded on the form. A grade report, reflecting the corrected grade and an updated grade point average, will then be reflected on the student's transcript.

### H. Student Grade Appeals

A basic aspect of the learning-teaching process is the evaluation of student performance and the assignment of grades. Student performance will be evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to the course taken.

Faculty are responsible for providing syllabi which clearly specify course objectives and/or competencies, and for making clear the means of evaluation for purposes of grading students. Students are responsible for class attendance, for learning the content of any course and for the standards of academic performance established for a particular course. Students who violate academic honesty and integrity regulations by plagiarism or academic dishonesty will be held accountable to faculty and may have their grades adjusted accordingly. [Cross reference with Policy 2.19: Academic Honesty and Integrity.]

Students shall have the protections through orderly procedures against prejudices or capricious academic evaluation. A student, who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course.

Any dissatisfaction with academic procedures, standards, or grading must be addressed by using the appeal procedures for this policy.

Grades resulting from excessive absences must be appealed directly to the Vice President for Academic Affairs. [Cross Reference with Policy 2.10: Class Attendance.]

### I. President's and Dean's List

At the end of each fall and spring semester, a President's List and a Dean's List are compiled reflecting the names of those students who have excelled academically during the semester. Students who complete twelve or more semester hours with a 4.00 semester grade point average are eligible for the President's List; those who have earned a 3.60-3.99 semester grade point average on a similar course load are eligible for the Dean's List.

### J. Academic Honors at Graduation

The College recognizes outstanding academic achievement at graduation as follows: summa cum laude, for a grade point average of 3.90 to 4.00; magna cum laude, for a grade point average of 3.80 to 3.89; cum laude, for a grade point average of 3.60-3.79. To qualify for academic honors, a student must have earned the required grade point average on all hours attempted (less repeated courses) at Blue Mountain College. In addition, a

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minimum of one-half the total hours required for a degree must be earned at Blue Mountain College.

### K. Final Examinations

All courses are expected to conclude with a final examination. Both faculty and students are expected to adhere to the final examination schedules that are published at the beginning of each semester or term. No student will be allowed to take a final examination early, and only those students with extenuating circumstances and the approval of the Vice President for Academic Affairs will be allowed to take a late examination.

## 2. Graduate

### A. Grading System

The College uses the following grading system for graduate school:

**A** is reserved for work which is definitely superior in quality.

**B** is given for work which is consistently good and which manifests sufficient interest, effort, or originality to lift it above average work.

**C** is given for average work and shows that basic requirements in class assignments have been met. Work at this level or lower is considered unsatisfactory for graduate students.

**D** earns credit but is below the standard required for graduation.

**F** indicates failure and, naturally, carries no credit.

**I** Incomplete may be given to a student who has been providentially hindered from completing work required in a course - provided the student has made prior arrangements with the faculty member to complete work at a later date. A grade of I must be removed by the following semester or it becomes an F. It cannot be removed by repeating the course.

**AU** refers to credit without hours or grade points

**W** Withdrawal (does not count in student's academic standing)

### B. Grade Points

A = 4 grade points per hour

B = 3 grade points per hour

C = 2 grade points per hour

D = 1 grade points per hour

F = 0 grade points per hour

Credit in non-academic courses do not carry grade points.

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### C. Grade Point Average

A student's grade point average is based on grade point hours. If one repeats a course, both grades are used in the calculation of the grade point average. Formula for GPA = number of grade points divided by grade point hours.

### D. Final Examination

Regular examinations are held at the end of each semester. No such examination of a regular class may be held at any other time except that designated by the administration. A student who is deliberately absent from a semester examination without legitimate reason will be given a grade of *F* on the course.

### E. Grade Corrections

To correct a grade recorded in error, a request for correction must be filed before the end of the following semester or term.

The student who questions the accuracy of a grade in a semester grade report should ask the faculty member of the course to check for possible error. One who then still believes that the grade is inaccurate or unjust may appeal to the Graduate Program Coordinator. Final appeal is to the Vice President for Academic Affairs, who may seek the advice of the Graduate Council in resolving the issue.

Grades resulting from excessive absences must be appealed directly to the Associate Vice President for Academic Affairs. [Cross Reference with Policy 2.10: Class Attendance.]

### F. Incomplete Grades

When a student has an acceptable reason for failing to complete a course in time to have the grade properly recorded, the record will be marked "Incomplete" (*I*) by the faculty member. Removal of an incomplete grade may be arranged for by applying to the Graduate Program Coordinator for a special form on which the faculty member will turn in the grade. Completion of the work should be as soon as possible after the emergency that made the delay necessary but no later than the end of the next semester or summer term.

An *I* that is not removed by the deadline becomes an *F* whether the student remains in school or not but does not apply to students called into military service.

SOURCE: Board of Trustees: December 16, 2016 [Executive Committee]; June 09, 2015; February 22, 2013; October 5, 2012; October 07, 2011; February 27, 2009; October 03, 2008; February 29, 2008; October 05, 2007; June 27, 2007; November 27, 2006; October 07, 2005; October 03, 2003; October 04, 2002

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