



TITLE: ADMINISTRATIVE PROCEDURE NO. 4028

GRADING SYSTEM

Students at Oklahoma City Community College successfully complete courses when they demonstrate that they have accomplished objectives at the levels required for the courses. Student performance is measured against standards set by program faculty. The grades which the students earn reflect the quality of their performances when measured against these standards.

Oklahoma City Community College conforms to the definitions of grading terms and the academic forgiveness provisions set forth by the Oklahoma State Regents for Higher Education.

I. Definitions and Provisions

At the conclusion of a course, one of the following grades will be listed on the student's transcript along with the course title.

A--(4.0 Grade Point) Excellent.

B--(3.0 Grade Point) Good.

C--(2.0 Grade Point) Average.

D--(1.0 Grade Point) Below Average.

F--(0.0 Grade Point) Failure.

NOTE: To satisfy degree requirements, students majoring in certain programs must earn a C or better or B or better in specified courses.

S--(Satisfactory) In a limited number of courses, the grades S and U are used. An S is a neutral mark indicating minimal competencies have been met. An S is also used to indicate credit earned through advanced standing examination. The grade of S is not used in computing grade point averages.

U--(Unsatisfactory) The grade of U indicates that a student did not meet minimum requirements in a course designated for S/U grading. The grade of U is not used in computing grade point averages.

I--(Incomplete) When, in the instructor's judgment, justifiable circumstances exist, the instructor may issue an I grade. The instructor prepares a contract specifying the work which must be completed, and the date by which it must be completed. The normal I contract period extends through the late registration period for the next major enrollment period, but may be as long as a period of one year. When the student completes the specified work, the instructor will replace the I grade with the appropriate grade: A, B, C, D, F, S, or U. If the instructor has not replaced the I grade within one year, the I grade will remain permanently on the student's transcript. The I grade is not used in computing grade point averages.

W--(Official Withdrawal) The student has officially withdrawn from the course. The student may withdraw as late as the twelfth week of a sixteen-week semester (or 3/4 of the duration of a shorter course) and automatically receive the grade of W. A W grade is not used in computing grade point averages.

AW--(Administrative Withdrawal) The student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons or for inadequate attendance. Faculty may assign a grade of AW for reasons of inadequate attendance or academic dishonesty. An Administrative Withdrawal for disciplinary or financial reasons requires approval by the Vice President for Student Services. An AW grade is not used in computing grade point averages.

AU--(Audit) The student audited the course. The student receives no credit for the course and the grade of AU is not used in computing grade point averages. Note: A student may request a change in enrollment status from audit to credit through the late enrollment period. A student may change enrollment status from credit to audit through the official withdrawal period.

CUMULATIVE GPA - Includes all course work attempted.

RETENTION GPA - Includes all course work attempted with the exception of hours which have been forgiven through the Repeat or Reprieve provision. Neither activity nor performance courses can be used to raise a retention GPA during a semester in which a student is on probation.

GRADUATION GPA - A.A.S. - Includes all course work which is used to meet degree requirements.

GRADUATION GPA - A.S. and A.A. - This GPA is the same as the retention GPA, but in addition to excluding courses which have been forgiven, also excludes physical education activity courses and Military Science courses.

II. Academic Forgiveness Provisions

Oklahoma City Community College offers students an opportunity to rectify a poor academic record. The two provisions for academic forgiveness are: 1) repeated courses,

and 2) academic reprieve. Although either option may result in an improved retention and/or graduation grade point average (GPA), the cumulative GPA will continue to include all course work attempted, including "forgiven" course work.

Repeated Courses

Students have the option of repeating previously completed course work within the following guidelines:

1. A student may repeat up to 4 courses, not to exceed 18 credit hours, in which grades of D or F were originally earned and petition to have only the second grade used in the calculation of the retention and graduation grade point averages.
2. In the event that a student repeats more than 4 courses, only the first 4 courses will be counted. The grades for these courses will be used to calculate retention and graduation GPA in the sequence that the courses were repeated.
3. If a student repeats an individual course more than once under this policy, all grades earned, with the exception of the first, are used to calculate retention and graduation GPA.
4. The repeat provision is not an option for course work applied toward an already-conferred degree. A pre-existing graduation GPA will not be adjusted.

III. Academic Reprieve

Students who can demonstrate extraordinary circumstances which contributed to a poor performance in a previously completed semester or term may request an academic reprieve through the office of Admissions and Records within the following guidelines:

1. At least three years must have elapsed between the period of time in which the grades being reprieved were earned and the time the reprieve is being requested.
2. Prior to requesting the reprieve, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period no grade lower than a C may have been earned in any regularly-graded course work.
3. The reprieve request may be either for one semester or term of enrollment or for two consecutive semesters or terms of enrollment. If the student's request is for two consecutive semesters, the college committee responsible for approval may choose to reprieve only one semester.
4. Any reprieve which is approved and awarded will be for all grades earned and hours attempted within the reprieved semester(s) or term(s). [Students who are granted a reprieve will not receive credit for any courses passed during the reprieved semester or

term.] If any of these courses are needed for degree requirements, they must be retaken or challenged through the advanced standing process.

5. A student may not receive more than one academic reprieve during his/her academic career.

6. Semesters or terms reprieved will continue to appear on the official college transcript, but they will be noted with "Academic Reprieve Granted." The transcript legend will further note that reprieved course work is not used in the calculation of the retention and graduation grade point averages but is used in the calculation of the cumulative grade point average.

7. The academic reprieve provision is not an option for any semester(s) or term(s) applied toward an already-conferred degree. A pre-existing graduation GPA will not be adjusted.

Effective: 09-30-1997