



## BOARD POLICY

### 04.16.00 GRADES

**Division:** Instruction and Curriculum  
**Adopted:** 1982  
**Revised:** 05/1988, 01/2009, 05/2020  
**Reviewed:** 09/2023

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Academic policies related to grades will be clearly explained in informational publications accessible to all students.

#### A. Grade Significance and Points

Grades are available to student at the end of the semester and are entered on their permanent record. Final grade reports are available online through the ERP student interface. Quality points are numerical values which indicate the scholarship level of a letter grade and are accumulated on the basis of the course credits earned. Quality points for each credit hour of the following grades are:

GRADE SIGNIFICANCE	QUALITY POINTS
A = Excellent	4
B = Good	3
C = Average	2
D = Poor	1
F = Failure	0
I = Incomplete	0
PR = Credit by Proficiency	0
P* = Pass	0

The grades below indicate a student status as initiated through an administrative process:

W = Withdrawal	0
L = Audit	0

\*NOTE: No credit course may be taken on a pass/fail basis.

Semester grade-point-averages (GPA's) are computed by multiplying the number of credits earned in a subject by the number of quality points assigned for that grade, adding all of the quality points together and dividing by the number of credits attempted.

A grade of A, B, C, D, in a developmental course counts in the GPA, but the credits will not count toward graduation unless specified within a degree or certificate.

Grades are issued at the end of the semester and placed on the student's record.

#### **B. Incomplete Grades**

An incomplete ("I") grade may be given to a student who, because of illness or other unique circumstances, has not been able to complete a course in the prescribed amount of time.

#### **C. Academic Excellence - Honor Roll**

Following the end of the Spring and Fall semesters, the President's Roll of Excellence, the Roll of Honor and the Roll of Merit will be published for full-time and part-time students.

#### **D. Auditing Courses**

An eligible student who wishes to attend a class as an auditor must do so by registering for the class by phone or in person and designating the enrollment as "audit" at the time of registration. Enrollment as an auditor is permitted only after all enrollment for credit-seeking students has been honored. Full tuition and fees are assessed for auditing. No grade will be assigned but the course designated as an audit (L) will appear on the student's permanent record.

#### **E. Withdrawals**

If a student officially withdraws from a class, a grade of "W" is recorded. Failure to withdraw properly may result in failing grade of "F" in the course.

Withdrawals are not allowed after the last date to withdraw as determined by the Registrar's office for traditional semester-long classes and by the administration for non-traditional classes.

#### **F. Repeating Courses**

When a course is repeated, the better grade will be the official grade. All grades will remain on the permanent record, but the better grade will be used to compute the GPA. When transferring, a student should consult the four-year institution, as some colleges and universities average the two grades upon transfer.

Courses with A or B grade may not be repeated. In all cases, the original grade for the course and the grade for each repeat will appear on the transcript. Certain courses may not be repeated; students should consult their college advisor before repeating a course.

To repeat a course more than twice requires written permission from the student's college dean. Students who have been dismissed may not appeal on the grounds of intention to repeat courses.

**G. Transcripts**

Transcripts will be sent upon student request provided they have paid all of their fees and have no restrictions. There is a charge for each official transcript requested.

**H. Student Records Policy**

The student records policy at JJC is governed by the Family Educational Rights and Privacy Act of 1974. Students are informed of their rights under this act through the online catalog, at [jjc.edu](http://jjc.edu).

**Related Institutional Procedures:**

- 04.16.00.01 Grades – Academic Excellence-Honor Roll
- 04.16.00.02 Incomplete Grades
- 04.16.00.03 Auditing Courses