



Academic Standards (RCTC Policy 3.17.3)

Part 1. Grades and Other Transcript Symbols: The following grades and transcript symbols are used to indicate student performance in credit courses:

01: A:	Superior Achievement	4 Grade Points
B:	Above Average Achievement	3 Grade Points
C:	Average Achievement	2 Grade Points
D:	Below Average Achievement	1 Grade Points
F:	Inadequate Achievement	0 Grade Point
FN:	Failure for Non-attendance, Inadequate Achievement	0 Grade Point
FW:	Failure to Withdraw, Inadequate Achievement	0 Grade Point
02: P:	Pass: D-level Achievement or better	
F:	Fail: Inadequate Achievement	
03:	Audit: Indicates a course that the student has attended without any obligations to prepare assignments, take examinations, or complete other assessment.	
04: P:	Pass: D-level Achievement or better	
NC:	No Credit: Circumstances result in inadequate achievement. Not used to compute GPA. (Courses numbered below 1000 or courses approved by Administration upon the recommendation of departments)	
05:	Test out	

For 01, 02 and 04, the following are also options:

I: Incomplete- Indicates that a student was doing satisfactory work but was unable to complete all requirements by the end of the course; and the student and teacher enter into a formal agreement for the completion of the remaining requirements.

W: Withdrawal- Indicates a course from which the student has withdrawn, no later than sixtieth class days after the first day of the semester.

Z: No grade or symbol has been submitted.

Part 2. Procedures:

Subpart 1. The Grade Point Average (GPA) for a student will be computed using only grades A through F.

Subpart 2. Combinations: In courses so approved through Curriculum Council, students may choose the A-F or P/NC option. The P/NC option may include both courses numbered below 1000 and other courses upon the recommendation of departments and approved by Curriculum Council. The P/NC option must be declared by the student within the first ten days of the academic term.

Subpart 3. The Z will appear on the transcript if no grade or symbol has been submitted as of the date of printing the grade reports.

Subpart 4. Incompletes must be initiated by the student and will be approved at the discretion of the instructor. The instructor may specify the time frame in which the work must be completed, but in no case later than the end of the next academic term, at which time an Incomplete grade will automatically change to an F if the work has not been completed by the student and/or the grade has not been submitted by the instructor. Incompletes must be accompanied by the appropriate form. Extensions of this time may be approved for extenuating circumstances by the Vice President of Academic Affairs.

Subpart 5. Visitor or Auditor status must be declared by the student within the first 10 days of the academic term.

Subpart 6. The "W" (withdrawal) will normally be student initiated. However, under special circumstances approved by the Vice President of Academic Affairs, the college may give a student a "W". This action (with the exception of suspension or expulsion) should take place not later than the deadline for student-initiated withdrawal and the student should be notified of the action.

Part 3. Academic Probation, Suspension, and Expulsion: The college shall establish regulations specifying (1) the reasons for academic probation, suspension, or expulsion; (2) the procedures to be followed in suspending or expelling a student, and (3) the procedures the student may use to appeal the probation, suspension, or expulsion.

Date of Implementation: Fall Semester 2008

Date of Adoption: 6/9/97

Revisions Adopted: 1/13/03; 3/25/2008