

KAUA'I COMMUNITY COLLEGE
Assigning Grades in Credit Courses

1. Purpose

To establish a policy and procedures for assigning student grades in credit courses.

2. Policy

- A. All student enrolled in credit courses, except for audits, will be assigned a final course grade.
- B. The final grade assigned, thus the credit earned in the course, must be based in part on student attainment of learning outcomes.

3. Procedures

- A. Audits –The L grade appears in permanent student records to indicate that the course was taken as an audit and that no credit is granted for the course. Audit courses are not eligible for financial aid and do not count towards attempted courses for financial aid purposes.
- B. Credit/No Credit classes
 - i. If a class is set up in Banner for the Credit/No Credit option, students may select this option when registering for the class.
 - ii. If a class is not set up for the Credit/No Credit option, prior to registering for the class students may petition the Registrar to take the class as Credit/No Credit. Approval must be granted by the course's instructor.
 - iii. There are two possible final grades for Credit/No Credit classes:
 - a. CR – credit granted. This grade denotes work deserving of credit at “C” level or higher.
 - b. NC – no credit. This grade denotes minimal passing work or lower and not deserving credit for the course.
 - iv. Credit/No credit courses count as credits attempted for financial aid, but they do not count towards the grade point average.
 - v. Credit granted through Credit/No Credit classes does not count towards pre-requisites nor meets graduation requirements.
- C. Other Grades
 - a. Traditional grades A, B, C, D and F should be assigned to all classes that are not taken as an audit or the Credit/No Credit option.
 - b. When a student withdraws from a course, the final grade will be recorded as a W. Students must initiate a withdrawal. Instructors cannot withdraw a student and enter a W grade. W grades earn no credit and do not count in the Grade Point Average. However, they do count as attempted courses for financial aid purposes.

- c. No grade assigned - N. Indicates that a student has either not completed the requirements of the course or has not reached a level of accomplishment within a specified time period, which will allow for an evaluation. No credit is given for an N grade. The grade does not count in the grade point average but does count as attempted credits for financial aid purposes.
- d. Incompletes –I.
 - i. A course grade of Incomplete indicates that an essential requirement of the course has not been completed.
 - ii. Incompletes are granted only for acceptable reasons, typically due to circumstances out of the student’s control (e.g. lengthy student illness or family emergency during the semester), and only with the instructor’s consent.
 - iii. When an I grade is entered, an alternate grade must be entered (for example IB, IC, ID or IF). The alternate course grade will be the course grade the student earned at the end of the term with the missing assignments’ grades entered as “0’s” or no credit. If the student turns in the essential work within the established deadline, the instructor will grade the newly submitted material and change the student’s final grade to the one earned with this essential work added. An I grade counts towards credits attempted for financial aid purposes but does not count toward the GPA until it reverts to a final permanent grade.
 - iv. Students are responsible for turning in all Incomplete work by deadline agreed upon with their instructors and no later than the deadline stated in the academic calendar or the Incomplete grades will automatically convert to the alternate course grades indicated by their instructors at the time the “I” grades were awarded.
 - v. Incomplete grades shall not be assigned to allow students to redo coursework already submitted or to work on extra-credit assignments in order to improve their grades. Incomplete grades also shall not be given to a student who has not requested an Incomplete.
 - vi. Lecturers who are not under contract to return in the subsequent semester and full-time faculty who will not be returning in the subsequent semester shall inform their division chair and the Vice Chancellor for Academic Affairs when they submit Incomplete grades. At this time, someone else will be assigned to work with students who receive Incomplete grades to ensure that their work will be evaluated and the appropriate final grade submitted.
 - vii. When Incomplete work is submitted and evaluated, the instructor shall submit a grade change to the registrar by the deadline published in the college calendar.
 - viii. It is the student’s responsibility to notify the Financial Aid office of the grade change, at which point, future financial aid eligibility will be re-assessed based on the updated grades. If the Financial Aid office is not notified of the grade change, future financial aid eligibility will be based on the initial Incomplete grade.
- e. Prior Learning Assessment - See KCCP 4-16 for grades posted for credit earned through prior learning assessment.

- f. NCE Grade - Prior to the establishment of KCCP 4-16, students had to enroll in courses to attempt credit by examination. If they did not pass the examination a grade of NCE was entered for their course. Students no longer register for courses to attempt credit by examination and credit is only posted to their transcripts if earned. Therefore, the NCE grade is obsolete and will no longer be used.