

Approved by: Faculty and President

Date Approved: February 6, 2019

Effective Date: August 19, 2019

1. **Summary:** This policy defines the grade scale for all courses at Criswell College and governs the reporting and revision of course grades assigned to students.
2. **Rationale:** This policy is necessary for the consistent assignment of student course grades.
3. **Entities Affected:** students, faculty, staff
4. **Definitions:** not applicable
5. **Policy:**

Grading Scale

The significance of letter grades is as follows:

A	93-100	4.0 grade points per semester hour
A-	90-92	3.7 grade points per semester hour
B+	87-89	3.3 grade points per semester hour
B	83-86	3.0 grade points per semester hour
B-	80-82	2.7 grade points per semester hour
C+	77-79	2.3 grade points per semester hour
C	73-76	2.0 grade points per semester hour
C-	70-72	1.7 grade points per semester hour
D+	67-69	1.3 grade points per semester hour
D	63-66	1.0 grade points per semester hour
D-	60-62	0.7 grade points per semester hour
F	0-59	0.0 grade points per semester hour

The following grade symbols are also recognized for transcript evaluation:

AU	Audit
CR	Credit
EX	Exempt
I	Incomplete
IP	In Progress
NC	No Credit
S	Satisfactory Progress
TR	Transfer Credit
W	Withdrawn

The following grade symbol may be used for administrative purposes in the Registrar's Office.

RC Repeated Course (no grade point value)

- **Course Withdrawal (W)** A grade of W is assigned when a student withdraws from a course within the time period for a term as specified on the Academic Calendar. A grade of W has 0 grade points per semester hour and does not affect the term Grade Point Average or Cumulative Grade Point Average.
- A grade of S indicates satisfactory progress and is to be recorded for students who have successfully demonstrated the ability to continue moving toward the goal of the course in which they originally enrolled, and who are expected either to enroll again in the same or subsequent courses or to continue their enrollment in the current course according to an original arrangement, in order to complete the work and finally receive a standard letter grade (A-F). The alternative to S for such a course is F if the student has not demonstrated satisfactory progress toward the goal of the course. The only hours which count toward a student's degree for a course where S is an option are the hours earned in the course in which a standard letter grade is assigned. As an example, this grade is appropriate for a Thesis course when the student needs to enroll for the Thesis course again in order to have time to complete it. The grade would also be appropriate for a course without re-enrollment if the original enrollment includes an arrangement for the student to complete seminars or conferences over the course of a full year.

Incomplete (I)

A grade of Incomplete (I) will be given only upon approval of the course's instructor. An I may be assigned only when a student is currently passing a course and in situations such as those involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their professors prior to the end of the semester and for filing the appropriate completed and approved academic request form with the Registrar's Office. The I must be removed (by completing the remaining course requirements) no later than 60 calendar days after the close of the term or semester in which the grade was awarded, or the I will become an F.

Grade Reports

Grade reports will be made available to students within four weeks of the close of each semester (with summer terms being one reporting period). The Registrar will post grade reports on the student portal through the College's student information system.

The Registrar will not release a student's grade until the student has met all remaining financial or other obligations to the College, including the Business Office, Admissions Office, Student Services Office, and Wallace Library.

Grade Changes

After grades have been submitted by instructors to the Registrar, grade changes are permitted for errors made in computing grades. If, beyond the possibility (and resolution) of such a computing error, a student wishes to further appeal a grade, the procedure defined in the College's *Academic Appeals Policy* will be implemented.

6. Procedure:

- a. Implementation:** The Registrar is responsible for maintaining a procedure that follows this policy.
- b. Responsibility for Compliance:** Vice President of Academic Affairs
- c. Notification:** This policy will be posted on the College’s website and published in the College’s *Academic Catalog*.
- d. Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 4.0	Policy number: 3.005
Related policies:	

Policy History

Version 1.0	Not Available
Version 2.0	October 9, 2015
Version 3.0	October 3, 2018
Version 4.0	February 6, 2019