



Procedure Title: Grading Procedures
Procedure Number: 07-2003-0009
Board Policy Reference: I.B. Educational Opportunities

Accountable Administrator: Vice President, Instruction
Position responsible for updating: Registrar
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Purpose/Principle/Definitions:

Grades indicate the level of achievement that a student has attained in any given class. At Blue Mountain Community College, grades are used to monitor students' satisfactory academic progress, as a guide for placement into classes that build upon one another, and for Federal Title IV Aid purposes; they also may be used as a basis for acceptance into limited-entry programs.

Guidelines:

The responsibility for assigning grades rests with the instructor, who utilizes his or her best judgment in accordance with what is deemed fair, based upon the requirements of the course and the work performed by the student. All instructors are required to maintain substantial records for all grades given for a minimum of one year from the completion of the quarter.

Final grades are issued at the end of each term. Letter grades and points are assigned according to the following system:

Grade	Interpretation	Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
FA	Failure – Attendance	0
*P	Pass	0
*NP	No Pass	0
*AU	Audit	0
*INC	Incomplete	0
*R**	Repeat	0
*W	Withdraw	0

* These grades are not used in computing GPA.

** An “R” grade is assigned when a student repeats a course. Grades in all prior attempts in the course will be changed to “R” regardless of whether the grade received for the current attempt is better or worse. See BMCC Procedure #07-2003-0015, Repeating a Course.

Grade Definitions:

- A/4: Superior:** An indication that the student has met the state outcomes and course criteria at the highest level, demonstrating mastery of required knowledge and skills.
- B/3: Above Average:** An indication that the student has meet the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.
- C/2: Average:** An indication that the student has met the stated outcomes and course criteria with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
- D/1: Below Average:** An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
- F/0: Failure:** An indication that the student has participated in the course but, has not adequately met the stated outcomes and criteria of the course.
- FA/0: Failure-Attendance:** An indication that the student did not participate (either by attendance or by online participation) in a significant amount of the course and as a result, has not adequately met the stated outcomes and criteria of the course. Instructors assigning this grade must provide a Last Date of Attendance (LDA) to satisfy Federal Title IV aid requirements.

Pass/No-Pass Grades

Students who wish to use the pass/no-pass option must adhere to the following regulations:

- The student must elect the pass/no-pass option by the end of the fourth week of the term. Once a student has declared that he/she wants to use the pass/no-pass grading option, the student cannot change.
- The student must submit an application for the pass/no-pass grading option to the registrar’s office.
- A student may apply a maximum of 12 pass/no-pass credits toward a degree at BMCC. This includes all pass grades earned in regular BMCC classes, but not pass grades in classes with coursework with an obligatory pass/no-pass grading system, or Advanced Placement credits that are transcribed as pass.
- The pass/no-pass option is not available in courses being repeated by the student or in classes required in the core area required for an AAOT/AS degree, except that pass grades would be accepted as above.
- The “P” grade is a grade that meets course objectives and is assumed to be at “C” level or above.
- Pass grades from other institutions will be examined on an individual basis. If the registrar determines that the course meets or exceeds BMCC requirements, then credit may be granted.
- Students planning to transfer to a four-year school should determine the policy of that school before electing the pass/no-pass option at BMCC.
- In computing credits earned and grade point average, the pass/no-pass option will be considered as follows:

- The pass credits will be transcribed as credits earned, but they will not be computed in the grade point average, unless the course is used to meet a limited entry pre-admit course requirement. In this case, the P will be considered the same as a grade of C and will be calculated in the GPA as such.
- The no-pass credits will show on the transcript as credits attempted, but they will not be computed in the grade point average.

INC (Incomplete): A grade of “INC” is available to students, at the instructor’s discretion, who have completed at least 60% of the coursework required for the course. An Incomplete Grade Contract is filled out by the instructor and submitted at the time grades are submitted. The instructor must include: amount of time (term) to complete coursework and an alternative grade should coursework not be completed within allotted time. Incomplete Grade Contracts must be completed within one term unless otherwise indicated by the instructor. The maximum time for completing an INC is one year.

Incomplete Grade Contracts must be submitted at the time grades are submitted and do not require the student’s signature. The registrar’s office will maintain and monitor those contracts for the college. If the instructor does not contact the registrar’s office in writing to provide the final grade earned by the student by the contract deadline date, the alternate grade indicated on the contract will automatically be entered into the student’s permanent record. It is the student’s responsibility to complete the work agreed upon and the instructor’s responsibility to submit the final grade earned in a timely manner to the registrar’s office using the space provided on the Incomplete Grade Contract form. Grade changes after the end of the contract will not be processed without prior approval from the vice president of instruction.

Grade Changes

Grade changes may be made up to one year after the end of the term in which the course or courses were taken. Once a grade has been assigned, other than an INC, the only acceptable reasons for grade changes are instructor or college error. The instructor/student relationship has been terminated. Students turning in late assignments are not normally entitled to grade upgrades after the end of the term and should work with the instructor before the term ends to use the incomplete process instead. In this case, the only way that an instructor can agree to change a grade is for the student to submit a grade appeal (see the section on grade appeals). Should an instructor wish to make a grade change he or she must do so by completing the Grade Change form, include the reason for the request, and submit it to the vice president of instruction for approval. If the request is approved, the VP of instruction will forward the request to the registrar’s office for processing (see grade appeals section).

Enrollment Status

Audit (AU), course in progress (CIP), and high school course in progress (H) indicators on a transcript denote enrollment status only and are not grades.

- AU Audit: Students may only select this option at the time they register for the course.
- CIP Course in Progress: Assigned only when a course crosses over 2 or more terms.
- H Adult High School Diploma system: status used to indicate a variable-hours course that the student has not finished in a particular term.
- W Indicates student withdrew from the course.

Audit Policy

Students who do not wish to earn college credit may audit a course and pay a reduced tuition rate as long as the course is not full.

Students who audit are not required to meet any specific academic requirements including pre-requisite or placement requirements, but they may participate fully in the activities of the class. If an audit is desired, the student must elect this option at the time of registration. Students may not change their audit status after the end of the “drop period.”

DEADLINES

Final grades are due by noon on Friday of finals week for courses that last the entire term. Grades for courses that end prior to finals week must be turned in no later than 48 hours (or two business days) following the final class meeting.

GRADE APPEALS

The college has instituted an appeal procedure for those students who feel they have a valid complaint regarding a grade issued by an instructor. Grade appeals are managed by the Office of Instruction. Final determinations are sent to the registrar’s office for entry into the permanent student record. See the Faculty Collective Bargaining Agreement for details.

Special Forms:

Incomplete Grade Contract
Grade Change form
Pass/No Pass Request form



Incomplete Grade Contract

Blue Mountain Community College
 2411 NW Carden, P.O. Box 100
 Pendleton, OR 97801
 (541)278-5759 Service Center
 (541)278-5871 Fax
www.bluecc.edu

Incomplete Grade Contract Policy: An incomplete (INC) may be assigned by the instructor when the quality and quantity of work done by the student is satisfactory, but the course has not been completed for reasons acceptable to the instructor. At least 60% of the course work must be completed and course work must be made up within one calendar year of the date that the incomplete appeared on the grade report.

Directions:

1. Fill out the top portion of the contract
2. Submit to the Pendleton Service Center. **(Please keep a copy for your records)**

BMCC Student ID: _____-_____

Students Last Name: _____ **First Name:** _____

Course ID	Section #	Course Title	Term	Year

In order to remove the incomplete grade the student must do the following:

If I (the Instructor) do not report that this has been accomplished by the end of _____ term, year 20____ I hereby authorize the Registrar's Office to enter the alternate grade of:

A B C D F P
 ____/____/____
 (Circle One)

Instructor's Signature

Date

Completion Report: Upon completion, contact the Records office and complete the bottom portion of this contract.

The student has completed the assigned work as indicated above. Their assigned grade is now:

A B C D F P _____
 ____/____/20____

(Circle One)

Instructor's Signature

Date

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Grade Change Request

Blue Mountain Community College
 2411 NW Carden, P.O. Box 100
 Pendleton, OR 97801
 (541)278-5930 Office of Instruction
 (541)278-5173 Fax
www.bluecc.edu

Instructions:

1. Complete Section A - include your signature
2. Send form to the Office of Instruction for the Vice President of Instruction's signature.

Previous Grade: If you are changing an INC grade, please see instructions on the INC Contract.

New Grade: Acceptable grades: A, B, C, D, F, P, and NP

SECTION A: Instructor

BMCC Student ID Number: _____ - _____

Students Last Name: _____

First Name:

Course ID	Section #	Course Title	Term	Year	Previous Grade	New Grade

Justification: (A reasonable explanation must be made for all grade changes.)

Instructor Signature _____ Date: ____/____/20____

Take or mail form to Office of Instruction for review and approval.

SECTION B: Office of Instruction

Date form received: ____ / ____ / ____

I have reviewed and approve the grade change for the above referenced student.

____/____/20____

Signature: Vice-President of Instruction

Date

Please forward form to SERVICE CENTER for processing.

SECTION C: Student Records Office

Date form received: ____/____/20____ Student Records Office Signature: _____ Date processed
____/____/20____

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Pass/No Pass Grading Option

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2411 NW Carden, P.O. Box 100
Pendleton, OR 97801
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(541)278-5871 Fax
www.bluecc.edu

The Pass/No Pass option is available through Friday of the 4th week of the term for regular 10 week courses. For differentially scheduled courses please contact the Registrar. A student may apply for a maximum of 12 pass/no pass credits towards a degree at BMCC. Students planning to transfer to a four year school should determine the policy of that school before electing the pass/no pass option at BMCC.

PROCEDURE:

1. Obtain the instructor signature for the course you are requesting the P/NP option.
2. Obtain your advisors signature

3. Submit agreement to the Pendleton Service Center located in Morrow Hall by the end of the fourth week

NOTE:

- The Pass/No Pass (P/NP) option is **not** available for:
 - Repeat courses
 - Discipline required courses
 - Courses that meet the core requirements for the Associate of Arts – Oregon Transfer Degree.
- The “P” grade denotes a passing grade that meets course objectives and is assumed to be at “C” level or above.

of the term.

BMCC ID: _____ - _____ **OR** **SSN:** _____ - _____ - _____

LAST NAME: _____ **FIRST NAME:** _____

Course Year/Term: Year: 20____ **Term:** Summer (Jun-Aug) Fall(Sep-Dec) Winter(Jan-Mar) Spring (Mar-Jun)

I am requesting to take the **Pass/No Pass** grade option for the course indicated below.

Course ID	Section #	Course Title

_____/_____/20_____
Student’s Signature **Date**

_____/_____/20_____
Instructor’s Signature **Date**

_____/_____/20_____
Advisor’s Signature **Date**

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Office Use

Date Received by Record’s Office: _____/_____/_____ By: _____

Date Processed: _____/_____/20_____ By: _____



Grade Appeal

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2411 NW Carden, P.O. Box 100
Pendleton, OR 97801
(541)278-5759 Service Center
(541)278-5871 Fax
www.bluecc.edu

Blue Mountain
Community College

This form should be filed only after the student has had a conference with his/her instructor regarding the grade in question.

INSTRUCTIONS: Use this form to appeal a grade received in a course **after** an initial contact has been made with the instructor of the course. Answer all questions and write legibly. Use back for additional explanation if needed. Students are held responsible for knowledge of course expectations and grading method as outlined in course syllabi and for knowledge of policies and procedures published in class schedules and the college catalog. **Submit form to the Office of Instruction, located in Pioneer Hall, on the Pendleton Campus.**

BMCC ID: _____ - _____ **OR** **SSN:** _____ - _____ - _____

LAST NAME: _____ **FIRST NAME:** _____

Course Number: _____ **Course Title:** _____ **Instructor:** _____

Term/Year Course was Taken: Summer Fall Winter Spring **Year:** 20_____

Grade Received: _____ **Grade student feels should have been assigned:** _____

Reasons for change of grade:

The student should clearly state why he/she feels that his/her grade should be different than the one assigned by the instructor. (Any evidence such as test scores, graded essays or papers, or other completed course requirements, should be included with appeal.) Use the back if additional space is needed.

Student Signature

_____/_____/20_____
Date

Office Use:

Decision: Approved: _____ Yes _____ No **If Yes, New Grade assigned:** _____

If No, Reason for Denial:

Instructor Signature: _____
_____ / _____ / 20 _____

Date:

VP of Instruction Signature: _____
_____ / _____ / 20 _____

Date:

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