



## Grading and Scholastic Standards

A	Excellent or Superior
B	Good
C	Average
D	Deficient
F	Failure
I	Incomplete
S	Satisfactory
U	Unsatisfactory
S/A	Satisfactory (A-level) work in a developmental course
S/B	Satisfactory (B-level) work in a developmental course
S/C	Satisfactory (C-level) work in a developmental course
U/D	Unsatisfactory (D-level) work in a developmental course
U/F	Unsatisfactory (F-level) work in a developmental course
W	Withdrawal
AW	Administrative Withdrawal (available as an individual college option)
AU	Audit
Place Holders	
SP	Satisfactory Progress
Z	Grade not yet reported
R	Repeat Field

Only A's, B's, C's, D's, and F's are used to calculate grade-point averages.

**Grade Reports** - Final grades will be posted to the student's My OJC site at [www.ojc.edu](http://www.ojc.edu) about a week after classes end. Grades are not mailed to students.

**Auditing Courses** - Students must elect to audit a course within the first 12 class days of a term. Instructors must be notified of the intent to audit within this time limit, and this is indicated on the official class roster. Once a final grade of "AU" is officially reported by the instructor, the grade cannot be changed. Tuition for auditing is the same as it is for taking the course for credit, but audits are not eligible for use of College Opportunity Funds (COF).

**Incomplete Grades** - Incomplete ("I") grades must be completed the semester immediately following the term the "I" was assigned, excluding summer term. "I" grades not completed the following term will be converted to an "F".

**President's List** - Students enrolled in 12 or more semester graded credit hours and earn a 4.0 grade point average are eligible for the President's List. Students who receive a grade of F, I, or U will be ineligible for the President's List.

**Vice President's List** - Students enrolled in 12 or more semester graded credit hours and earn between a 3.75 and 3.99 grade point average are eligible for the Vice President's List. Students who receive a grade of F, I, or U will be ineligible for the Vice President's List.

**Institutional Recognition List** - Students enrolled in 12 or more semester graded credit hours and earn between a 3.50 and 3.749 grade point average are eligible for the Institutional Recognition List. Students who receive a grade of F, I, or U will be ineligible for the Institutional Recognition List.

**Part-Time Students Honors List** - Students enrolled in six to eleven semester graded credit hours and earn a 3.50 to 4.00 grade point average are eligible for the Part-Time Students Honors List. Students who receive a grade of F, I, or U will be ineligible for the Part-Time Students Honors List.

**Permanent Record (Transcript)** - All grades submitted to the records office by the instructor are entered upon permanent student records and will only be changed in case of an instructor reporting an error.

**Academic Standing Policy** - Applies to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Academic Standing is determined following the posting of the majority of term grades for each semester. Students placed on probation or suspended will be notified of their status. Suspended students will not be allowed to attend any CCCS college in the subsequent semester/s unless an appeal is approved. Academic Standing status will be noted on the advising, official, and unofficial transcripts. The Academic Standing of a student is not specific or limited to the home institution; it does impact a student's enrollment at other CCCS colleges.

Only college level classes will be used to calculate term and cumulative GPA's. This includes summer term courses.

Only courses taken "in residence" will be used for this procedure; "In residence" means taken at the student's home institution. Courses taken elsewhere and transferred in do not apply.

The GPA calculations for this procedure may not match those used for financial aid purposes or athletic eligibility.

Cumulative Grade Point Average is abbreviated as CGPA. Term Grade Point Average is abbreviated as TGPA.

**Initial Standing Student** - has attempted fewer than 9 cumulative credit hours with a CGPA => 2.00 for all classes attempted.

**Academic Alert Student** - has attempted fewer than cumulative 9 credits with a CGPA < 2.00 for all classes attempted.

**Good Standing Student** - has attempted at least 9 cumulative credit hours and has a CGPA  $\Rightarrow$  2.00 for all classes attempted.

**Probation Student** - has attempted at least 9 cumulative credit hours and has a CGPA  $<$  2.00 for all classes attempted.

*Returning to Good Standing By the conclusion of the Academic Probation term, the student must raise their CGPA to at least 2.0. If this condition is met, the student returns to Good Standing.*

**Probation (Continuing)** - If a student on Academic Probation earns a TGPA of at least 2.00 for all classes attempted during the term, but fails to raise their CGPA to at least 2.0 for all classes attempted, the student will be allowed to attend the next term, but will remain on Academic Probation.

**Suspension** - If a student on Academic Probation earns a TGPA of less than 2.0 for all classes attempted, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term, excluding summer term (as summer term may not be used as a “suspension term”).

#### **Suspension Rules:**

- Summer term may not be used as a “suspension term”.
- Summer term may be used to remediate (improve) the GPA. If a student wishes to enroll for summer term after being suspended, they will need to follow their home institution’s process.
- Initial suspension is for one term, excluding summer term.
- A second suspension is for two terms, excluding summer term.
- If a student, who has served the suspension time for initial suspension or second suspension, wishes to return, the student will be allowed to re-enroll only after meeting with an academic advisor at the CCCS college that the student wishes to attend. The student will be placed on Academic Probation.
- A third suspension is for two full years, or 4 academic terms excluding summers.
- If a student, who has served the third suspension time of two years, wishes to return, the student must meet with an advisor from the CCCS college the student wishes to attend in order to get their suspension hold removed.

#### **Suspension Appeals:**

- Students may appeal their suspension based on procedures developed by their home college or the CCCS college they wish to attend. At a maximum, students may appeal to their home college and to one other CCCS college of their choice.
- If the student’s suspension appeal is approved, the student will be placed on Academic Probation.
- If the student’s suspension appeal is not approved, the student may be dropped from all courses registered for in upcoming terms at their home college. Students are ultimately responsible for their enrollment and need to check their enrollment schedule for accuracy.
- The student needs to check with their home college regarding enrolling for summer term classes.

**Credit Completion Progress Policy** - For students who have attempted fewer than 9 credit hours, the college will monitor credit completion through an Alert process. These students are

not subject to the Credit Completion Progress guideline. Credit Completion Progress standards apply to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Credit Completion Progress is determined following the posting of the majority of term grades for each semester. Students placed on warning 1, warning 2 or warning 3 will be notified of their status. Credit Completion Progress status will be noted on the advising and unofficial transcripts only. It will not be noted on the official transcript. The Credit Completion Progress status of a student is specific to the home institution and does not impact a student's enrollment at other CCCS colleges.

**Credit Completion Progress:** Will include all credit bearing classes (developmental and college level) will be used to calculate the percent of attempted credits passed. This includes summer term courses. Only courses taken "in residence" will be used for this calculation; "In residence" means taken at the students home institution. Courses taken elsewhere and transferred in do not apply. The credit completion rate for this procedure will not necessarily match those used for financial aid purposes or athletic eligibility. Grades considered to be passing when computing the percent of attempted credits passed are as follows: A, B, C, D, S/A, S/B, S/C, and S. Grades considered to be failing when computing the percent of attempted credits passed are as follows: I, F, U/D, U/F, W, and AW.

Course Completion Rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

**Initial Standing** - Student has attempted fewer than 9 cumulative credit hours will not be assessed for credit completion.

**Good Standing** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of at least 50%.

**Warning 1** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the first time. Students on Warning 1 will receive a communication regarding their credit completion status and will be given information on resources, best practices, etc.

**Warning 2** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the second time. Students on Warning 2 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student account at their home college. The student will not be able to make any changes to their student account until they meet with an advisor.

If a student on Credit Completion Probation passes 50% or more of their attempted term credits, but fails to raise their cumulative completion rate to 50%, they will be allowed to continue the next term, but will remain on Credit Completion Warning.

**Warning 3** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the third time. Students on Warning 3 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student account at their home college. The student will not be able to make any changes to their student account until they meet with an advisor. The college reserves the right to limit the number of credit hours that the student may take when a student is on Warning 3 status.