



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

EGA-4 Grading System

APPROVED: June 21, 1985
Year of last review: 2022

REVISED: December 5, 2022

AUTHORIZING BOARD POLICY: EGA

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish a grading system consistent with the curricula of the District.

PROCEDURE:

I. Grade Structure

A. Semester Credit Hour Grades

Grades will be distributed to students at the end of each term. The grades which follow represent the level of achievement indicated and carry with them the grade points as listed. Students passing the proficiency exam for a course will be assigned a “CR” grade.

GRADE	EXPLANATION	GRADE POINT PER CREDIT HOUR PER SEMESTER
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
WF	Instructor Withdrawal Failing	0
I	Incomplete	0
W.	(Reporting Compliance)	Not computed in determining grade point average.
W	Withdrawal	Not computed in determining grade point average.

B. Developmental Course and English as a Second Language Grades

The following A*, B*, C*, D*, F*, and I* grades are assigned for ESL and Developmental courses. Students passing the proficiency exam for a course will be assigned a “CR” grade. The “AU” designation indicates the student was authorized to enroll for (i.e., audit) the course with the understanding that no credit would be received. Audits will not be reflected on academic transcripts.

A*	Excellent	Not computed in determining grade point average.
B*	Above Average	Not computed in determining grade point average.
C*	Average	Not computed in determining grade point average.
D*	Below Average	Not computed in determining grade point average.
F*	Failing	Not computed in determining grade point average.
WF*	Instructor Withdrawal Failing	Not computed in determining grade point average.
I*	Incomplete	Not computed in determining grade point average.
AU	Approved Audit	Not computed in determining grade point average.
W.	(Reporting Compliance)	Not computed in determining grade point average.
W	Withdrawal	Not computed in determining grade point average.

C. Competency Based Education (CBE) Grades

Competency Based Education (CBE) grades will be determined by students’ performance on summative assessments. Students will have up to three opportunities to demonstrate their performance on competencies. The grades that follow represent CBE levels of achievement. Students passing the Prior

Learning Assessment (PLA) for a course will be assigned a “CR” grade.

GRADE EXPLANATION		GRADE POINT PER CREDIT HOUR PER SEMESTER
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
WF	Instructor Withdrawal Failing	0
I	Incomplete	0
W.	(Reporting Compliance)	Not computed in determining grade point average.
W	Withdrawal	Not computed in determining grade point average.

II. Assigning “F” and “F*” Grades

The grades of “F” and “F*” means that the student has not satisfactorily met the academic requirement and objectives of the course and must repeat the course to receive credit. When the course is repeated, the passing grade replaces the “F” in the calculation of the GPA.

III. Assigning “WF” and WF*” Grades

- A. The “WF” and “WF*” grades are assigned when a student no longer is maintaining pursuit of course objectives or is no longer attending/participating in the class and instructor is withdrawing (dropping) the student from the course as “Failing”
- B. The Instructor may withdraw the student from the class after census date by assigning the “WF” (or WF* for developmental classes) as the Final Grade using the online grade record. To assign a WF or WF* grade the instructor must post the last date of attendance/participation. The WF grade will be calculated as an F into the GPA.

IV. Assigning the “I” and “I*” Grades

A. Criteria for the Awarding of an “I” and “I*” Grades

The “I” or “I*” grade is assigned when the student has arranged with the instructor to postpone completion of the requirements of the course. To be eligible for an “I” or “I*,” the student must be passing the course.

Under the institutional grading policy, the awarding of any "I" grade requires a contractual agreement between the student and faculty member to establish the requirements for the student to satisfactorily complete the course. The form for this agreement is the *Request for Incomplete Grade Form*, which is submitted by the instructor to the Office of Admissions and Registration and is signed by the student. Students will be limited to one semester at a time for a *Request for Incomplete Grade*.

B. The Process of Assigning the “I” and “I*” Grades

1. The *Request for Incomplete Grade Form* must be completed in its entirety to include the grade to be awarded in the event that the assignments are not completed as agreed upon.
2. When a student is not physically available to sign the *Request for Incomplete Grade Form*, the instructor must document the reason on the form in lieu of the student’s signature.
3. Upon completion of required assignments, the instructor will submit to the Office of Admissions and Registration a completed *Change of Grade Form* approved by the appropriate Dean/Director indicating the grade of record.
4. If no *Change of Grade Form* has been submitted by the end of four (4) months, the “I” or “I*” grade will be converted to the grade indicated on the original *Incomplete Grade Form*.
5. Upon conversion of the “I” or “I*” grade, the grade point average (GPA) will be recalculated and the academic status adjusted, as appropriate.
6. If approved by the appropriate Dean/Director, the *Request for Incomplete Grade* may be extended for an additional four (4) months. The student must submit the request in writing to the instructor stating extenuating circumstances with supporting documents. If approved by the Dean/Director,

the request will be submitted to the Office of Admissions and Registration prior to the date four (4) months after the end of the class, or the conversion of the grade will have already occurred per the original request form. If the request is not approved by the Dean/Director, he/she will notify the instructor and student.

V. Assigning the “W” and “W.” Grades

- A. A “W” grade is assigned for withdrawals which occur after the official census date of the course. The “W.” grade is assigned to document withdrawal from the course either by the student, the instructor, or for administrative action. A “W.” grade is the same as a “W” for GPA purposes but is used to track compliance with the THECB requirements.
- B. The last day to assign a “W” or “W.” for a withdrawal for both student-initiated drop actions and instructor initiated drop actions is based upon the length of the course. The withdrawal form must be submitted to the Office of Admissions and Registration by the following schedule:

LENGTH OF CLASS	DAY/WEEK FOR WITHDRAWAL
16 WEEK CLASS	FRIDAY OF 12 TH WEEK
15 WEEK CLASS	FRIDAY OF 11 TH WEEK
14 WEEK CLASS	FRIDAY OF 10 TH WEEK
13 WEEK CLASS	FRIDAY OF 9 TH WEEK
12 WEEK CLASS	FRIDAY OF 8 TH WEEK
11 WEEK CLASS	FRIDAY OF 7 TH WEEK
10 WEEK CLASS	FRIDAY OF 6 TH WEEK
9 WEEK CLASS	FRIDAY OF 5 TH WEEK
8 WEEK CLASS	FRIDAY OF 4 TH WEEK
7 WEEK CLASS	WEDNESDAY OF 4 TH WEEK
6 WEEK CLASS	FRIDAY OF 3 RD WEEK
5 WEEK CLASS	WEDNESDAY OF 3 RD WEEK
4 WEEK CLASS	FRIDAY OF 2 ND WEEK
3 WEEK CLASS	WEDNESDAY OF 2 ND WEEK
2 WEEK CLASS	4 TH CALENDAR DAY FROM START

- C. Administrative Initiated Drop: An administrative initiated drop (by Vice President of Instruction and Workforce Education, Vice President of Student and Enrollment Services, Dean, Executive Director of Admissions and Registrar) can be submitted up to the last day of class.

VI. Final Course Grade Changes and Appeal of a Course Grade Change

- A. A student may request in writing to the instructor a change of grade within forty-five (45) calendar days after the final grade is awarded.
- B. If the student is not satisfied with the instructor’s decision, the student may initiate a student appeal of the final course grade per College Procedure EGA-6 *Student Appeal of a Final Course Grade*.

VII. Grade Point Calculations

- A. To determine the GPA, multiply the number of grade points for each grade received, by the number of semester credit-hours for the course; then, divide the total number of grade points by the total number of semester credit-hours completed, including hours for “I” grades.
- B. Grades with an asterisk prior to Fall 2001 will be calculated in the GPA. Asterisked grades earned during and after the Fall 2001 semester are not calculated into the GPA.
- C. Unless the course is repeatable for credit, the grade for a repeated course will be counted only once in computing the cumulative GPA. Only the highest grade will be used in computing the cumulative GPA.