Pikes Peak State College (PPSC) Educational Procedure

EP 240 – Grades and Grade Tracking

Originated:
unknown

Revised:
December 2024
December 2016

References:
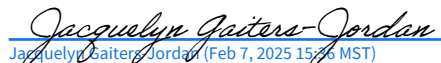Policies & Procedures | CCCS: SP 9-80a – Academic Standards
PPSC Form Incomplete Grade Contract

Approved By:
Jacquelyn Gaiters-Jordan
Vice President for Instructional Services, Pikes Peak State College

Jacquelyn Gaiters-Jordan
Jacquelyn Gaiters-Jordan (Feb 7, 2025 15:26 MST)   02/07/2025
Signature   Date

Joseph Miller
Faculty Senate President, Pikes Peak State College

Joseph Miller   02/07/2025
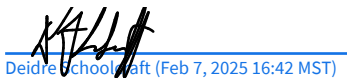Signature   Date

Deidre Schoolcraft
EP Committee Co-Chair, Pikes Peak State College

Deidre Schoolcraft (Feb 7, 2025 16:42 MST)   02/07/2025
Signature   Date

I. Purpose:

Grades are given for each credit course and are recorded on the students' permanent record. After each academic semester, grades are available to students on the Portal. Grades are provided to inform students of their academic achievement.

II. Scope:

All students at Pikes Peak State College.

III. Procedure:

INVENTORY OF COMMON GRADING SYMBOLS:

(Implementation of the Common Grade Symbols effective Fall 2006.)

- A   - Excellent or Superior
- B   - Good
- C   - Average
- D   - Deficient
- F   - Failure
- I   - Incomplete
- P/A   - Passing (A-level) work in a developmental course
- P/B   - Passing (B-level) work in a developmental course
- P/C   - Passing (C-level) work in a developmental course
- F/D   - Not-passing (D-level) work in a developmental course
- F/F   - Not-passing (F-level) work in a developmental course
- I/F   - Not-passing. Incomplete for developmental courses (Rolls to F/F if not completed within required time period)
- W   - Withdrawal
- AW   - Administrative Withdrawal (Prior to Summer 2021)
- AU   - Audit

PLACE HOLDERS

- SP   - Satisfactory Progress (Prior to Summer 2021)
- Z   - Grade not yet reported
- R   - Repeat Field

AU- Audit

By auditing a course, a student may participate in course activities but does not receive a formal transcript grade and will not receive academic credit. To request a course audit, students, must submit a request through the audit website by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid, Department of Defense or VA Education benefits and may not be applied to certificates or degrees.

I- Incomplete

The "Incomplete" grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester but have completed a majority of the course work (defined as over 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

- If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.
- In requesting an "Incomplete" grade the student must present to the instructor documentation of the circumstances justifying an "Incomplete" grade.
- The instructor will complete and sign an "Incomplete Grade Contract" and will submit it to Student Services with final grades for the semester. The contract can be found and completed in the Portal under the forms tab. Students will receive an electronic copy of the "Incomplete Grade Contract" in their student email account. The instructor must assign an Incomplete Grade (I) on the regular grade roster in a timely fashion. The Incomplete Grade Contract must include the following information:

    1. Student Information
    2. Term
    3. Course Number and Section
    4. Course Title
    5. Date of Last Attendance
    6. Reason for assigning a grade of incomplete (statement of extenuating circumstances)
    7. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated)
    8. Evidence of completion of 75% of the semester course work
    9. Completion of a work plan that includes the following:
        a. What, when and how assignments and tests will be submitted to complete the course
        b. The time period in which the work must be completed

- Students are encouraged to let instructors know as soon as possible if they are having difficulties with any part of the course, and the request for an Incomplete must be requested by no later than the end of the course term. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the division Associate Dean.
- Military personnel and emergency management officials who are required to go TDY or perform a period of service (i.e., Active duty, in active-duty training or state service) in the middle of a term should contact their instructor for special consideration. Documentation of official assignment is required and must be approved by the Vice President for Instructional Services. If an Incomplete Grade is not viable for your TDY circumstances, meet with Military and Veterans Programs to discuss other options.

- Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an F grade. If the student would have earned a letter grade higher than an F without completing the work, faculty should be encouraged to submit that higher grade before the automatic conversion to F.
- Incomplete Grade-Active-Duty exception: The Department of Defense requires all Incomplete Grades assigned in classes funded through Tuition Assistance to receive a final grade and have it reported to the respective branch of service within the following time frames: Army = 180 days, Navy = 180, Air/Space Force 12 months or school policy, Marines = 6 months, Coast Guard = 6 months.

S- Satisfactory (Prior to Summer 2021)

The satisfactory grade is equivalent to a grade of "C" or better. The course will count in attempted and earned credits but will not carry quality points.

U- Unsatisfactory (Prior to Summer 2021)

The unsatisfactory grade is equivalent to a "D" or "F" grade. The course will count in attempted credits but will not carry earned credits or quality points.

P/A, P/B, P/C

These are passing grades awarded only for developmental courses. The A, B, and C indicate the level of satisfactory/passing performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

F/D, F/F

These are fail grades awarded only for developmental courses. The D and F indicate the level of unsatisfactory/fail performance. These grades are not included in the GPA calculation. The course will count in attempted credits but will not carry earned credits.

W- Withdrawal

The "Withdrawal" grade is assigned when a student officially withdraws from a course. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours. Faculty is required to provide the last date of attendance for each student who is assigned this grade.

WD, WX - Administrative Withdrawal

This "withdrawal" grade is assigned by the College when a student has been withdrawn for administrative reasons by associate dean, executive dean, or VPIS. No academic credit is awarded. The course will count in attempted hours.

Last Date of Attendance

Faculty are required to provide the last date of attendance for each student who is awarded an F, U or U/F grade.

SP- Satisfactory Progress

This symbol is limited to certain approved courses that extend beyond the end of a normal semester. No academic credit is awarded until the course is completed.

Z- No Grade Submitted

The grade of "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. This "Z" grade is replaced, and credit is awarded upon the Registrar's receipt of the grade.

Repeat Field

The Repeat Field on the transcript will be marked I – Include in hours and GPA calculation, A – Exclude from earned hours and GPA calculation, or A – Exclude from earned hours but count in GPA calculation.

GRADES AND GRADE TRACKING:

Grades and electronic documentation are an essential record and must contain a list of students officially registered, grades, and appropriate data on assignment and examinations, final grades, attendance record, last date of attendance when students drop, withdraw or just chose not to attend, and the last date of class activity.

1. All faculty and instructors are required to submit no-show reports to their divisions by no-show due dates to comply with state/federal reporting requirements. A no-show is a student who has not attended an in-person class or submitted any assignments in an online class by the college-established no-show date.
2. All faculty are to keep and maintain an electronic attendance and gradebook in D2L. Not only will this allow the students to gauge their attendance and review their own grades, but also be accessed by the instructor's department chair, associate dean or executive dean if a review of a student's performance is needed, or in the case of a grade dispute.
3. Instructional divisions keep the file of all grades and course attendance, which become a part of the official college record. Instructor/faculty must submit a copy of each of the course grades by the deadline dates that are set by each division. Each course submission shall include the following information:

   - Faculty/Instructor name
   - Course Number and Section
   - Term
   - Academic Year

These must be held in each division for a minimum of 2 years. Military Programs, eLearning, and all other sites are responsible for all grade activity for courses offered through those divisions, and they are responsible to get the grade books to the instructional divisions.

4. The director of enrollment services or designee provides information to only authorized outside agencies regarding student's academic work and may contact the executive dean or associate dean for information needed from grades.
5. Students may only challenge grades for one year from the date the grade was originally posted.

EP 240 Grades and Grade Tracking 2.7.2025

Final Audit Report   2025-02-07

Created:	2025-02-07
By:	Susi Holmes (Susi.Holmes@pikespeak.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJ3tIiUSG539Gi-bdmxZZgmgvYZ4TF8bH

"EP 240 Grades and Grade Tracking 2.7.2025" History

📄 Document created by Susi Holmes (Susi.Holmes@pikespeak.edu)
2025-02-07 - 10:26:23 PM GMT- IP address: 164.47.161.128

📲 Document signing automatically delegated to Gary Walker (gary.walker@pikespeak.edu) by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
2025-02-07 - 10:31:10 PM GMT

✉ Document emailed to Gary Walker (gary.walker@pikespeak.edu) for signature
2025-02-07 - 10:31:11 PM GMT

✉ Document emailed to Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu) for signature
2025-02-07 - 10:31:11 PM GMT

✍ Document e-signed by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
Signature Date: 2025-02-07 - 10:36:17 PM GMT - Time Source: server- IP address: 164.47.161.129

✉ Document emailed to Joseph Miller (Joseph.Miller@pikespeak.edu) for signature
2025-02-07 - 10:36:18 PM GMT

📄 Email viewed by Joseph Miller (Joseph.Miller@pikespeak.edu)
2025-02-07 - 11:26:30 PM GMT- IP address: 172.58.165.45

✍ Document e-signed by Joseph Miller (Joseph.Miller@pikespeak.edu)
Signature Date: 2025-02-07 - 11:26:41 PM GMT - Time Source: server- IP address: 172.58.165.45

✉ Document emailed to Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu) for signature
2025-02-07 - 11:26:43 PM GMT

📄 Email viewed by Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu)
2025-02-07 - 11:42:30 PM GMT- IP address: 104.47.59.254

✍ Document e-signed by Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu)
Signature Date: 2025-02-07 - 11:42:43 PM GMT - Time Source: server- IP address: 164.47.161.128

✅ Agreement completed.
2025-02-07 - 11:42:43 PM GMT