

ADMINISTRATIVE RULE NO: 4020-10
RELATED TO POLICY SERIES NO: 4020

TITLE: GRADING

Linn-Benton Community College has several options for grading students. The A-F option provides for a letter grade of A, B, C, D, F or Incomplete. The "optional" grading practice allows the student to request either a letter grade or a pass, no-pass grade. This request is made at the Registration Office by the student within an appropriate time period during the term. If a letter grade is submitted by an instructor for an optional graded class, and a P/NP has been requested by a student, the grade program will automatically convert grades A through D to a P and an F to an NP. The pass/no pass" option on a class provides only for one of these two grades. One of these three grading options is placed on every credit class by the Academic Affairs Office with recommendations from staff.

The incomplete grade may be issued for non-completion of course work at the discretion of the instructor.

The work in progress grade (WP) is used for specifically approved courses in which the work in progress has been satisfactory to date, but assignment of a grade must wait for completion of additional work. When one or more credits have been earned, an appropriate grade must be issued.

The audit grade (AU) can be requested by the student at the time of registration only. If a letter grade is issued in a class where the student has previously requested an audit, the grade will automatically be changed to an audit grade. (See Administrative Rule 7075-10 – Auditing Classes).

The withdrawal grade (W) is issued only upon official withdrawal from a class by a student within the appropriate time period during the term.

The No Basis to Issue a Letter Grade (Y) can be issued at the discretion of the instructor. It is non punitive and will not be computed in the student's grade point average.

A WP, NP, F, IN, Audit, W, Y, or CMP grade will not count as completion for either financial aid or academic progress.

TITLE: GRADING (AR 4020-10)

GRADING SUMMARY

GRADE	DEFINITION	QUALITY/GRADE POINTS
A	Excellent work	4 per credit
B	Above average work	3 per credit
C	Average work	2 per credit
D	Below average work	1 per credit
F	Failing work, no credit earned	0 per credit
IN	Incomplete work- <i>If letter grade is not submitted by the instructor by end of the following quarter, with the exception of summer quarter, the grade will automatically be changed to a Y.</i>	Not computed in GPA
P	Pass	Credit/Not computed in GPA
NP	No Pass	No credit/not computed in GPA
WP	Work in Progress	No credit/not computed in GPA
AU	Audit, no credit earned	No credit/not computed in GPA
W	Official Withdrawal	No credit/not computed in GPA
Y	No basis to issue a letter grade	No credit/not computed in GPA
CMP	Completion of a non credit course or seminar	No credit/not computed in GPA

PASS GRADING

If a class is listed in the schedule as OPT, the student may submit a Pass/No Pass Request form to the Registration Office any time prior to the seventh week of the quarter and the computer will convert an A, B, C or D grade to a P, and an F grade to an NP at grading time.

Classes listed in the schedule as PNP will be graded only pass or no pass by the instructor or converted to those grades by the computer.

The OPT and PNP designations are printed on each class list, class list supplement and the grading sheet, and the instructor should contact their department chair if the designation does not appear to be correct.

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S): 01/03/92