

**CLOVER PARK TECHNICAL COLLEGE  
POLICY**

CHAPTER	SECTION	TITLE	HISTORY		
			5	10	Grades & Grade Reporting
			Revised 2020, 2024		Next review 2027

**POLICY**

The quality of a student’s performance is measured by a grading system using grades “A” through “F”. The grade for courses is calculated into a student’s GPA using quality points of 4.0 through 0.0. With the exception of A+ and D-, faculty may opt to use either “+” or “-” designations with grades.

Each program establishes criteria for achieving each grade based on the percentage scores and specific assessment criteria as listed in the course syllabus.

Some programs require the student complete each individual course with a “C” (2.0) or higher to progress in the program. Faculty of these programs may omit the use of “D” grades.

Other grades:

**I Incomplete**

An Incomplete indicates the student completed most of the course requirements at the passing level and intends to complete the missing work with no extra instruction.

**N Audit**

No grade point assigned. Does not meet course requirements.

**P Pass**

No grade point is assigned. Passing indicated by “C” (2.0) or higher. May not meet program requirements.

**Repeat-Included/Excluded**

Assigned when a student repeats a course. A course may be repeated no more than twice (defined as the initial enrollment plus two repeats).

**V Vanish**

No grade point assigned. Considered an unofficial withdrawal for lack of attendance. Instructor initiated.

**W Withdraw**

No grade point assigned. Student officially withdraws from a course or courses. Student initiated.

**Official Record of Student Grades**

The official transcript is the only official record of student grades. Posting grades in CANVAS or any other LMS is not the official record of student grades.

Grades may not be posted in classrooms or any other area by faculty. This is a FERPA violation.

**Grade Changes**

Student grades may be changed by the faculty teaching the course.

Grade Changes must be retained by the Director of Enrollment Services/Registrar or other designated administrative office for six (6) years after the end of the academic quarter per the Washington State Archives retention schedule for Community and Technical Colleges.

**Grade Retention**

Records maintained by instructor documenting individual students' performance in a course, including scores, grades, and/or comments in regard to exams, papers, projects, and/or class participation providing the basis for the final grade that is assigned must be retained for two (2) years after the end of the academic quarter.

Excludes student scores for tests, exams, and other assessments that are administered to determine level of subject proficiency and/or to authorize students for course credit or possible exemption from taking a course, which are covered by Examination Scores – Proficiency/Placement or Credit by Exam (DAN 20-02-69446).

Examination Scores – Proficiency/Placement or Credit by Exam Records documenting student scores on qualifying exams administered to determine level of subject proficiency, and/or to authorize students for course credit or possible exemption from taking a course must be retained for six (6) years after graduation/date of last attendance, then destroyed.

Includes, but is not limited to:

- College Entrance Examination Board Advanced Placement Test (AP);
- College-Level Examination Program (CLEP);
- ACCUPLACER placement tests;
- Mathematics Placement Tests (MPT).

Excludes student scores for tests, exams, and other assessments that are administered as part of a course, which are covered by Coursework Grades/Scores/Comments (DAN 20-02- 69438).

NOTE: If an instructor leaves the college prior to the designated retention period, their grade book/s must be retained by the Instruction Office or other designated administrative office per SBCTC Grade Retention Policy.

APPROVAL:

By: Joyce Loveday  
Dr. Joyce Loveday

Date: 5/20/24

Board Chair Review: [Signature]

Date: 6/11/24