

**BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION**

5.0013R

I. Title of Regulation

Grading System

II. Objective of Regulation

To develop a means by which a student's academic performance can be evaluated and recorded.

III. Authority

Bylaws of the board of Trustees, Section 1.3034(m)

IV. Regulation Statement

The assignment of grades is as follows:

A	Excellent
B+	Very Good
B	Good
C+	Satisfactory Plus
C	Satisfactory
D	Marginal
F	Unsatisfactory
P	Satisfactory or better (C level or above)
NC	No Credit

Grade points assigned to be determined by the registrar.

PASS/NO CREDIT OPTION FOR ABOVE ZERO-LEVEL COURSES

A student may take a course at the 100 level or higher on a Pass/No Credit basis. A grade of Pass is earned if the student completes the course at the "Satisfactory"(C) level or above. A grade of "No Credit" is recorded if the student fails the course or completes the course at the "Marginal" (D) level. A student may change from Pass/No Credit to the A-F grade option or from the A-F grade option to Pass/No Credit, up to the end of the third week of the fall or spring terms or 20% of any shorter term. A maximum of two courses (maximum 8 credits) taken on a Pass/No Credit basis may be used toward the degree. This option may not be used for a course in the student's major.

INCOMPLETE

An Incomplete (INC) may be assigned at the discretion of the course faculty for students who have extraordinary circumstances of documented hardship or emergency. These are students who have been actively participating throughout the term and have completed a significant portion of the course in a satisfactory manner but approach the end of the term without completing all assignments. The following process should be followed:

- The student contacts the faculty with the appropriate documentation.
- The incomplete contract is completed by the faculty and must be signed by both the faculty and the student.
- Students will be notified by email to check their grades and to speak to their counselor about the impact of the incomplete.
- All course work should be completed by the twenty-first day after the end of the current semester or term, exclusive of official college closings.
- When a student completes the work satisfactorily, faculty will submit a change of grade.
- If work is not completed satisfactorily, the INC will be changed to an F by the registrar. Students will be notified by email.
- For the purpose of calculating academic standing, the INC will be treated as an F.

WITHDRAWALS

W Students are allowed to withdraw from a course, without penalty, until four-fifths of the course or semester has been completed (i.e., the twelfth week of a fifteen week course).

AUDITS

A student who wishes to attend a class but does not want to receive credit or a grade may register for a class and request permission to audit it. All tuition and fees are charged for courses audited.

Students may not change from credit to audit or from audit to credit after the end of the Add/Drop period.

TRANSCRIPT AND GRADE REPORTS

All courses attempted must appear on grade reports and transcripts.

REPETITION

If a course is repeated, only the higher grade will be included in the GPA calculation.

V. Responsibility for Implementation

Executive Vice President for Educational/Student and Outreach Services

Approved: President
2/18/75
Effective: 2/18/75
Revised: 8/23/77
Effective: 8/23/77
Revised: 1/26/82
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