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Passing Grade Policy

Evaluation of Academic Performance: Grades

The Registrar's Office provides students with a credit report or transcript, by request. This report includes letter grades and narrative evaluations from faculty. The letter grade is calculated to represent numerically a student's quality of performance. In addition, letter grades determine student status: good standing, academic probation, suspension, and dismissal. Antioch College uses the standard 4.0, plus/ minus grading system. Each letter grade is associated with a grade point, which is established to determine a student's grade point average. The grade point average is calculated at the end of each quarter.

Grade	Quality Points	Meets Degree Requirement	Earns Credit
A	4.0	yes	yes
A-	3.7	yes	yes
B+	3.4	yes	yes
B	3.0	yes	yes
B-	2.7	yes	yes
C+	2.3	yes	yes
C	2.0	yes	yes
C-	1.7	no	yes
D+	1.3	no	yes
D	1.0	no	yes
D-	0.7	no	yes
F	0.0	no	no

**The table above does not apply to basic skills courses. Students must earn at least a B to pass MATH 090 and ENG 090. These courses do not generate any academic credit.*

Other Grade Indicators in Use

The following are not used to compute the grade point average:

AU—Indicates the attendance of students who wish to audit a class for personal interest with no intent to seek a degree. An Audit Request Form is available in the registrar's office. College employees may obtain an Audit Request Form from Human Resources. **Deadline:** The request form must be submitted by the last date to register for intended term of enrollment.

P/ NP— For a course designated by the College as “Pass/No Pass,” the grades of “P” or “NP” must be assigned. Based upon designated courses and based upon certain language proficiency expectations and assessments, all passing work (A to C) is given the uniform grade of P and will receive attempted and earned credit. Work below C- is considered not passing, and is given a grade of NP and does not receive attempted or earned credit. The grades of P and NP are not calculated in the GPA.

M—Temporary indicator assigned to a student whose work is somehow implicated in a breach of academic integrity. **Deadline:** Based on the issue of integrity, once the academic honesty policy has been fully implemented, the faculty member can submit the final grade through a Grade Change Form submission to the registrar. This process can be delayed up to six months. If a final grade is not submitted by the deadline of final grade submissions at the end of the next study term, the M indicator will automatically convert to an F grade.

NG—The “no grade” indicator is a temporary indicator reserved for those occasions when teachers find they are missing a piece of work from a student, which they believe the student did, in fact, complete. The NG indicator serves as a placeholder on the student's transcript until the teacher is prepared to submit the final grade. This indicator is also used when faculty fail to submit a grade that the student earned in the course. It is the responsibility of the student to contact the instructor so that a Grade Change Form can be submitted to the registrar's office. **Deadline:** A final grade must be submitted by the end of the fifth full week of the next study term. The indicator will automatically convert to an F grade in the event a Grade Change Form is not submitted to the registrar by the deadline.

IN—An “incomplete grade” is a temporary indicator assigned when a written request has been initiated and submitted by the student and approved by the faculty member. Verbal approvals for incompletes are not acceptable. The faculty approval of the request indicates that requirements have not been completed by the student for good cause or some other circumstance beyond their control that prevented the student from completing the work during the term. An incomplete is not automatic or appropriate for students who have not managed to complete coursework in a timely manner. A student should be passing the class before a faculty considers approving an incomplete grade. No faculty member is required to issue an incomplete. It is the student's responsibility to request an incomplete in writing, complete any work or expectations identified by the faculty member, and ensure that the grade has been changed. Requests for Incomplete Grade Forms are available in the Registrar's Office. **Deadline:** Faculty may change incompletes by submitting a Grade Change Form by the deadline identified on the request form or by the end of the fifth full week of the next study term, whichever date comes first. If no

grade is submitted by the earliest deadline, the incomplete grade will automatically convert to an F. Visiting professors, adjunct faculty, and resident faculty scheduled for a leave during the next academic term may not award incompletes.

R—This indicator is applicable to students who repeat a course. The first grade will be excluded and marked as repeated (R) and the second grade will be included in calculating the grade point average.

W—A withdrawal indicator is used when the student withdraws from one or more classes in a quarter. Deadline: This code reflects a withdrawal after the add/ drop deadline and by the end of the seventh full week of the quarter. A student is unable to withdraw from a class after the seventh full week of a quarter. Work completed through this point in the term is sufficient to warrant an actual letter grade. A withdrawal indicator is also used when a student has submitted a request for leave or withdrawal from the College. A student who is granted leave will be withdrawn from all courses and Ws will be recorded on his or her official transcript. This indicator may also be used for an audited course that was not completed successfully.

WD—An official withdrawal initiated by the Registrar’s Office. A WD is designated for a student who is removed from a class for administrative reasons prior to the withdrawal deadline. Examples include: a student who has pre-registered for classes for the next term but does not return to campus (an enrollment status of No Show will be indicated for the quarter); a student who has attended class, but then stops attending class before the withdrawal deadline without withdrawing; a student who is removed from a class for disciplinary reasons; a student who, due to personal circumstances, is not able to withdraw themselves.

Y—The Y indicator identifies an exemption of a course based on placement scores and language proficiency assessments administered during new student orientation at Antioch College. These tests must be taken before the start of the first term of enrollment at the College.

T—A “transfer credit” indicator identifies credit that was approved and transferred to Antioch College. Only credit for non-remedial courses passed with a C grade or higher is transferable to Antioch College. Grades and grade points will not be reflected on the transcript or used for calculation of the Antioch College GPA.
Calculating Your Term and Cumulative Grade Point Average

Calculating your Grade Point Average

A term grade point average (GPA) is calculated by multiplying the number of credits attempted in a specific term by the quality grade points to identify total grade points. The sum of the grade points is divided by the total credit hours attempted. Your grade point average may range from 0.0 to 4.0. A cumulative GPA is calculated by dividing the total grade points from each term by the total credit hours attempted from each term.

Report of Grades

Final quarterly grade reports are not mailed through U.S. postal service or sent through e-mail addresses. Students may view final grades through the comprehensive academic management system or submit a Request for Grade Report at the registrar's office. Students should allow for up to fifteen business days for processing. Students will be contacted via e-mail when the grade summary report is ready for pick up. Students must present an official campus ID, or state-issued ID (such as a driver's license), or federal ID (such as a passport) in order to receive a copy of the completed grade summary report. The grade summary report request will include the option for grades, narrative evaluations or both. Students may also request a transcript.

Midterm Grades

Deficient midterm grades and attendance notifications are submitted to the registrar at the end of the fifth full week of each term. The purpose of midterm grades is to provide the student, faculty advisor, and academic support services with a timely alert that the student's academic performance by the midpoint of the term is deficient. Students who receive deficient midterm grades are strongly encouraged to discuss their academic performance with the course instructor, faculty advisor and/or staff in the Office of the Registrar and Academic Services.

Change of Grade

A change of grade is authorized only:

1. If there is an error in the original grade due to a miscalculation, transcription error, spreadsheet error, reevaluation of student work or inadvertent exclusion of student work that was completed during the term of the course;
2. If coursework has been submitted and graded to remove an approved incomplete (IN) based on an established timeline and expectations the instructor outlined on the Request for Incomplete Grade Form;
3. As a replacement of an "academic integrity grade" (M) indicator; or
4. As a replacement of a "no grade" (NG) indicator.

A change of grade requires a faculty signature on a grade change form. Upon receipt of the grade change, the original grade, incomplete (IN), academic integrity (M) or no grade (NG) indicator will be replaced by the final grade and calculated in the student's term and cumulative grade point average. Petitions for exceptions to this policy must be made in writing to the registrar. Supporting documentation must be included.

Dean's List

Each study term, the Dean's List recognizes students with a term grade point average of at least 3.5 and who have no grades of C-, D+, D, D-, or F. This recognition appears on students' official academic transcripts. Students with unresolved INs, Ms, NGs, Ws, or WDs, as well as those with unresolved violations reported to the dean of community life, will be excluded from placement on the Dean's List.

Narrative Evaluations

Faculty members evaluate student learning based on a set of standards and learning objectives. Assessment is a continuous process requiring the active participation of the student and the instructor. Evaluation is an integral part of both learning and teaching and

an essential ingredient of the Antioch College experience. In addition to submitting grades, faculty members generally provide narrative evaluations detailing appraisals of each student's performance in a course; consult your faculty advisor or instructor for exceptions. Faculty members are asked to hold the narrative evaluations for incompletes until they have been resolved.

The narrative evaluation includes:

- A description of the course objectives and related learning outcomes (i.e. the basis on which credit is granted or withheld)
- An appraisal of how the student achieved or failed these objectives; the extent to which the requirements were fulfilled
- The instructor's assessment of the quality of the work, and his or her judgment of how well the student has understood the material

Narrative evaluations are not required in the following instances:

1. Audits: A student that is auditing a course.
2. Failing Grade: A student that receives a failing grade in the course (F grade).
3. Overall Student Enrollment of More than 25: A student enrolled in a class that has an overall enrollment 26 or more students at the time the schedule adjustment period ends (at 5:00 pm Tuesday of week 2). If a student would like to have a narrative for the course, it is the student's responsibility to contact the instructor of record to request a narrative evaluation. This request must be provided to the instructor of record no later than week 5 of the following term.

Narrative evaluations are a part of the student's permanent academic record on file in the Registrar's Office. When transcripts are requested, the student may elect to have some or all of these narrative evaluations reproduced to accompany the official transcript. An explanation of Antioch College's system of evaluation is sent with the transcript.

In order to make changes to an already submitted narrative evaluation, the instructor is required to resubmit the new version of the narrative evaluation to the Registrar's Office. Narrative evaluations for incompletes must be submitted at the time the course grade is changed.

Student Self-Evaluations

Students are expected to actively participate in the evaluation of their learning. For example, the student is encouraged to write a self-evaluation for inclusion with the narrative evaluation. Self-evaluations should:

- A. Include an assessment of the student's own accomplishments in the course, both with respect to the stated course objectives and the student's own expectations.
- B. Be submitted to the instructor before the last day of class for timely incorporation with the instructor's narrative evaluation. Students must sign each evaluation.
- C. Not include an evaluation of the course content or the instructor's performance (Such evaluations are conducted by the Academic Affairs office at the end of the quarter).