

# Treasure Valley Community College

Code: **IKA**  
Adopted: 10/20/98; 4/07/04  
Readopted: 10/14/09  
Orig. Code(s): 801-1; 903-4; AR 903-7

## Grading System

The grading system at the College is based on a four-point system. The following is an explanation of what each grade means and the number of points awarded for each:

A	4.0 points	A-	3.7 points		
B	3.0 points	B+	3.3 points	B-	2.7 points
C	2.0 points	C+	2.3	C-	1.7 points
D	1.0 point				
F	0 points				
I	0 points				
[ ]	Low grades in brackets are not calculated in the GPA				
AU	Audit		0 points		
W	Withdrawal		0 points		
S	Satisfactory		0 points		
U	Unsatisfactory		0 points		
WIP	Work in Progress (generally indicates current quarter grades)				
R	Repeat grade; calculated in GPA				
*	An asterik (*) designates a repeat grade and is not calculated in the GPA				

### Incomplete

Instructors may assign an incomplete grade for students who do not complete the necessary work by the end of a quarter. Unless other conditions are arranged with the instructor, the work must be completed by the end of the following quarter or the grade will be recorded as an "F."

### Audit

Auditing of classes shall be permitted as outlined in the current catalog.

### Pass-Fail Option

Students may enroll in a class on pass/fail (satisfactory/unsatisfactory) option as outlined in the current catalogue.

## **Academic Standing**

The academic standing of all students is based on the following policy:

Honor Roll:	President's List: 4.0
Honor Roll:	Dean's List: 3.75 - 3.99
Honor Roll:	3.5 - 3.74

At the conclusion of each quarter, each student's grade point average is computed according to the method described in this section. Those students who obtain a grade point average of 4.0 are placed on the President's List. Those students who have earned a 3.75 - 3.99 are placed on the Dean's List. Those students who have earned a 3.50 - 3.74 are placed on the Honor Roll. All students must have earned a 12-credit load or more in graded courses numbered 100 or higher for the quarter to be eligible for these honors.

## **Grade Forgiveness**

Low grades (D, F) earned at TVCC may be removed from calculation of the grade point average at TVCC, if the student:

1. Submits a written appeal to the Dean of Student Services;
2. Meets the TVCC standard for satisfactory academic progress in the most recent term of enrollment at the College;
3. Is currently enrolled; and
4. Two years have passed since the low grades were earned.

The low grades previously earned will be marked in brackets [D] on the transcript but will not be included in any grade point calculations. Acceptance of a grade in brackets at any other college or university is determined by that institution.

## **Standards of Academic Progress Policy**

This policy applies if the student is enrolled for six or more credits and generates a transcript entry. Entries generate at the end of the fourth instructional week during fall, winter, and spring quarters, or after the equivalent time period during summer quarter.

1. **Academic Alert:** Earning a GPA below 2.0 for one quarter places a student on Academic Alert status. The student should meet with a faculty advisor or an academic advisor in Student Services to develop an academic success plan.
2. **Academic Probation:** Earning a GPA below 2.0 for a second consecutive quarter places a student on Academic Probation. The student will be required to meet with an advisor to develop an academic success plan.

3. Academic Dismissal: Earning a GPA below 2.0 while on probation places a student on academic dismissal status. Completing less than 50% of the enrollment status for three consecutive terms will also result in academic dismissal. Students are generally dismissed for one academic year unless they appeal the decision to the Dean of Student Services.

Students on academic alert or probation, who meet all standards of academic progress in a subsequent quarter taking at least 6 credits will be removed from academic alert or probation and placed in good standing.

Full-time (12 or more credits)	Must complete: 12 credits
¾ time (9 to 11 credits)	9 credits
½ time (6 to 8 credits)	6 credits

4. Appeal for Readmission: Students dismissed for academic reasons may petition to the Dean of Student Services for readmission. Readmitted students are placed on academic probation.

### **Administrative Withdrawal**

Administrative withdrawals, which are initiated by the instructor, are rare and may take place only under these circumstances:

1. The course is full and there are students on the wait list; and
2. A student is absent for at least 2 class sessions or 50% of the scheduled class time during the first week of the quarter; and
3. The absent student has made no prior arrangements with the instructor for missing class.

Administrative withdrawals occur only during the first week of the quarter. Students should never assume they will be administratively withdrawn from class. Non-attending students must submit a completed withdrawal form to the Student Services Center. Students not completing the formal withdrawal process will receive failing grades and are responsible for all tuition and fees.

Students are accountable for attending class(es) in which they are officially enrolled. Students reported as not attending class during the first week of any quarter may be administratively withdrawn, unless the student makes prior arrangements with the instructor. If applicable, students will still be held responsible for tuition and fees associated with the class(es) from which they are administratively withdrawn.

### **Absences**

Students are responsible to the instructor of the course for their attendance. An absence due to serious illness or a death in the immediate family may be excused. Even with an excused absence students will be required to make up the content and assignments missed during the absence. In all cases, students must communicate directly with the instructor, usually in advance or as soon as possible, regarding attendance (refer to the class syllabus).

Absences due to participation in field trips, inter-college games and other trips arranged by the College may be excused with advance notice to the instructor. In such cases the student is still required and responsible to make up the content and assignments missed during the absence as determined by the faculty.

### **Withdrawal from the College**

It is a student's responsibility to know policies and deadlines for withdrawing from College. Students wishing to withdraw from a current quarter must fill out and submit a Complete Withdrawal form. Students may withdraw until the end of the 8th week of instruction during the regular school year, until the end of the third week in a four week summer session, and until the end of the 7th week in an eight week summer session. All written petitions for a late withdrawal should be sent to the Dean of Student Services. Students withdrawing from Continuing Education and seeking a refund should contact the Continuing Education office for more information.

### **Fines and Other Financial Penalties**

In order to collect outstanding parking fines, library fines and obligations, or other institutional commitments, the College may:

1. Withhold quarterly grade reports and/or transcripts of permanent records;
2. Refuse to re-enroll a student as the Dean of Students Services or appointee deems necessary. The student may request an informal hearing on the refusal of services. For more information, see the Dean of Students Services.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 341.290\(2\)](#)