



Frederick Community College Procedure

Section 4.12 Academic Standards	Procedure Number	4.12c
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Grading	Policy Number	4.12
	Assigned to	Senate
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A. Grading

1. Faculty members are required to evaluate each student according to the following table and submit final grades to the Welcome and Registration Office by the established deadline for each session.

GRADE	EVALUATION	QUALITY POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
W	Withdraw	-
AU	Audit	0
S	Satisfactory	0
U	Unsatisfactory	0
Z	In Progress	0
P	Pass	0

2. Grades of “S,” “U,” and Z will be used for non-credit courses in developmental reading, writing, and English as a Second Language and will carry no quality points.
3. A grade of “W” is recorded for students who drop a course during the defined withdrawal period for each session in the semester. These dates are published in the Schedule of Classes. To withdraw in good standing from the College, a student must submit a withdrawal form to the Welcome & Registration Center or withdraw online via the College’s Student Information System.
4. Students taking a course on a pass/fail basis are allowed a maximum of nine credits to be counted toward their degree or certificate.
5. Students who do not report for the scheduled final examinations and do not contact the instructor within 24 hours may be given an “F” for the examination.
6. An instructor who wishes to change grades previously reported should download a grade change form from their PeopleSoft account, sign and return the grade change form to the Associate Registrar, Welcome and Registration Center. Grade change forms are also available in the Welcome and Registration Center. Instructors may change a grade until the end of the semester following the semester in which the course was taken (e.g., the deadline to change a fall or January term grade is the end of the spring semester and the deadline to change a spring or summer grade is the end of the fall semester).
7. A grade of “I” (incomplete) is exceptional and must be arranged by the instructor who assigns a grade of “I” on the grade roster. It is given only to the student whose work has been satisfactory during the semester but because of illness or other circumstances beyond the student’s control, does not satisfy the full requirements of the course. The “I” should be removed by completing the requirements of the course within a period prescribed by the instructor but not later than eight weeks following fall or spring semesters, four weeks after the close of the summer session, and two weeks after January term. In the event a grade of “I” has not been removed during this time, it will automatically become an “F” grade. In case of an extreme hardship preventing a student from completing the course requirements within the prescribed period, the student may appeal to the appropriate Associate Vice President for additional time to complete the requirements.
8. A notation of “Z” (in progress) may be given to a student, who has not satisfied the full requirements of the course and for which a notation of “I” is not appropriate.
9. Students who have earned 12 or more credits at the College are eligible to be considered for the Dean’s List. At the end of the fall and spring semesters, the Vice President for Learning will publish a list of those full-time and part-time students who have completed at least six credits during the semester and have earned a semester grade point average of 3.50 or better.

10. A student may change from audit to grade basis during the published change of schedule period for each session; a change from grade to audit basis may be made through the last day to withdraw for each session.
11. A student in a co-listed credit/Continuing Education class may switch from credit to Continuing Education or Continuing Education to credit during the first week of the class. Students changing from Continuing Education to credit must meet all pre-requisites.
12. Grades of all credits attempted, including developmental courses, are included in the calculation of Academic Progress.