

## Grades

### **Academic Renewal**

All course work taken at RRCC is reflected on your permanent transcript; however, you can petition to remove up to 15 credit hours of substandard grades earned from your cumulative grade point average (GPA). Before submitting the required written request, you must have been out of school for two years after the substandard course work was completed and you must have completed a minimum of six credit hours of new course work at RRCC with a cumulative GPA of 2.0 or higher.

Only courses taken prior to your two-year absence (see above) are eligible for this process. You may petition only once to remove grades and credits from your cumulative GPA. Once Student Records has removed these grades and credits from your cumulative GPA, they cannot be reinstated or used for any degree or certificate. The grades and credits will still appear on your permanent academic transcript. Credit hours earned for courses eliminated from your GPA for Academic Renewal will remain deducted from your remaining COF stipend eligible hours.

### **Repeat Course**

You may retake any course taken at RRCC. Each registration for the course and each grade received will be listed on the transcript. The highest graded course will be used to calculate the GPA, total credit hours earned, graduation, and graduation honors. Removed courses will not be eligible for calculation into the GPA, total credit hours earned, graduation, or graduation honors.

In the event that the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA. All credits removed will still remain deducted from the COF stipend eligible hours and will remain added to your "Attempted Hours" total.

Repeating courses can have ramifications that affect Financial Aid Satisfactory Academic Progress, and also can affect students' disbursement amounts. Please contact the Financial Aid office for more information.

### **Repeat Course Limits**

The Colorado state system of community colleges has the following limits with regard to repeated courses. The following guideline applies to all students taking credit bearing courses.

#### **Guidelines**

- Students will be limited in the number of times that they can take the same course.
- Certain courses are exempt from the repeat course procedure due to the nature/offering of the course.
- If a student has taken a course two times and attempts to register for the course an additional time, the student will not be able to register for that particular course until an action plan is created and approval granted by an advisor. However, the student is able to register for other courses without needing an action plan or approval as per college rules and regulations.
- If an advisor does not feel that the registration is warranted, the student may appeal.
- If a student has taken a course three times and wants to register for the course a fourth time, the student must appeal via RRCC's appeal procedure-

## Grade Symbols

A Distinguished achievement for superior work

B Better than acceptable achievement

C Acceptable achievement for advancement in the same or related studies

D Less than acceptable achievement for advancement in the same or related studies (credit may not transfer or count toward some degrees or certificates)

F Failure to achieve or master the learning objectives of the course. A grade of F does not apply toward certificates or degrees.

AU Audit. If you want to take a course without earning credit, you can register to audit that course. You must pay full tuition and fees, and you will not receive the COF stipend for the course. You must declare your intention to audit no later than the course's tuition refund date. Once you have registered to audit a course, you cannot change your registration from auditing to earning credit for the course. The college will not award credit for any audited course.

AW Administrative Withdrawal. The grade of AW may be given at the discretion of the individual faculty member.

W Withdrawal. Through Admissions, you have officially withdrawn from the course or the college by the approved date and time listed in the current semester's schedule.

I Incomplete. If you are not able to complete the learning objectives before the end of a course because of verifiable extenuating circumstances, the instructor may assign a grade of incomplete at his or her discretion. Before you are eligible to receive an I, you must have completed a minimum of 75% of the course work with a grade of C (or higher). Before the end of the course, you are responsible for making arrangements with the instructor to sign an Incomplete Grade Contract. If you do not complete the course work by the agreed-upon deadline, the instructor will change the I to the letter grade stipulated in the contract. If no grade change is issued, the I will be changed to an F at the end of the next full 15-week semester.

S Satisfactory. Equivalent to a grade of C or higher and is available only for certain predesignated courses.

U Unsatisfactory. Equivalent to a grade of D or F and is available only for certain predesignated courses.

S/A, S/B, S/C These are satisfactory grades awarded only for developmental courses. The A, B, and C indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

U/D, U/F These are unsatisfactory grades awarded only for developmental courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count in attempted credits but will not carry earned credits.

SP Satisfactory Progress. Under the college's continuous enrollment policy, certain courses have been designated open-entry. You are eligible to receive an SP only if you are enrolled in an open-entry course. By the end of the semester, you must have completed course work (prorated by your registration date) with a grade of C (or higher) before you can be eligible for an SP. Also, you can request an SP based on verifiable extenuating circumstances. Before the end of the semester, you are responsible for making arrangements with the instructor to sign an SP Grade Contract. If you do not complete the course work by the agreed-upon deadline, the instructor will change the SP to the letter grade stipulated in the contract. If no grade change is issued, the SP will be changed to an F at the end of the next full 15-week semester.

Z Placeholder. Grade not yet reported. If no grade is issued, this placeholder will be changed to an F grade at the end of the next full semester.

## Calculating your GPA

[Attempted Credit Hours \(AHRHS\)](#)

[Earned Credit Hours \(EHRHS\)](#)

[Quality Credit Hours \(QHRHS\)](#)

[Quality Points \(QPTS\)](#)

[Grade Point Average \(GPA\)](#)

When computing your cumulative grade point average (GPA), various numerical values are assigned and used. Those that appear on your transcript are:

Prefix	Grade	AHRHS	EHRHS	QHRHS	QPTS
<a href="#">ART 131</a>	<u>B</u>	<u>3</u>	3	3	3X3 = 9
<a href="#">BIO 105</a>	<u>W</u>	3	0	0	0X0 = 0
<a href="#">MAT 201</a>	<u>A</u>	5	5	5	4X5 = 20
<a href="#">PHI 111</a>	<u>C</u>	3	3	3	2X3 = 6
<a href="#">PSY 116</a>	<u>F</u>	1	0	1	0X1 = 0
<b>Totals</b>		15	11	12	35

**GPA =**  $\frac{\text{Total QPTS} = 35}{\text{Total QHRHS} = 12} = 2.917$

## Grade Appeals

A student may **only** appeal a final grade if they have reason to believe that a faculty member made an error in the computation of his/her final grade, or they have reason to believe that the faculty member did not apply his/her stated grading policy to the student in computing the final grade.

A student who wishes to appeal a grade has fourteen (14) calendar days after the start of the next semester (or June 15 in the case of the spring semester) to initiate an appeal.

1. The first step the student must take is to notify the department chair that an appeal is in process. In this notification, the student must identify the course, the section number, and the instructor. At the same time, the student must contact the faculty member involved and attempt to resolve the disputed grade. Most appeals should be resolved between the student and faculty member. This step must be completed within fourteen (14) calendar days from the date the department chair was notified.
2. If the student and the faculty member cannot successfully resolve the disputed grade, or if the student is unable to contact the faculty member, the student may ask the department chair to resolve the disputed grade. The department chair will have fourteen (14) calendar days to resolve the grade dispute to the satisfaction of both the student and the faculty member.
3. If the department chair cannot successfully resolve the grade dispute, the student may request a meeting with the academic dean in charge of the faculty member's area. The dean will meet with the student and then will also meet with the faculty member to discuss the disputed grade. At this time, all three parties may also schedule a joint meeting. A department chair may be asked to attend the meeting in place of the faculty member if the faculty member is not available. Meetings may be virtual, by telephone, or in person. These meetings must take place within twenty-one (21) calendar days.

4. If the dispute is not settled to the satisfaction of both the student and the faculty member at this point, the student may appeal to the Academic Standards Committee. This appeal must be filed in writing with the Chair of the Academic Standards Committee within seven (7) calendar days of the failure of the process outlined in step 3. The student must detail the steps taken to resolve the dispute to this point, explain the reasons for the dispute, and provide any evidence at this time.

5. The Academic Standards Committee will first determine if the situation outlined by the student falls under the scope of the Grade Appeal Policy. If the Academic Standards Committee rules that the situation does not fall under the scope of a grade appeal, the grade decision made at the previous level will stand.

6. If the Academic Standards Committee believes that the situation does fall under the scope of the Grade Appeals Policy, then the Academic Standards Committee will meet within fourteen (14) calendar days to hear the facts of the dispute. Either party to the dispute may request an appearance before the committee, or the committee may request either party to appear before them. These appearances may be in person or virtual. All appearances and meetings must take place within twenty-one (21) calendar days of the decision by the Academic Standards Committee to hear the appeal. The Chair of the Academic Standards Committee will notify the student and the faculty member of its decision within that time period. All decisions of the Academic Standards Committee are final.

7. Only the faculty member, department chair (if acting on behalf of a faculty member who is no longer available) or the academic standards committee can mandate a grade change.

**APPEAL TO THE VICE PRESIDENT OF INSTRUCTION:**

If the student feels that the process was not properly followed, the student may ask for the Vice President of Instruction to review the process to determine if the process was or was not followed. If the Vice President of Instruction finds that it was not, the student may have another opportunity to appeal beginning at the point that the process failed.

**DEADLINES:**

All deadlines may be extended with agreement of all parties to the dispute or, in the event of extenuating circumstances, as agreed to by the Vice President of Instruction.

**ONLINE GRADE APPEAL:**

Students must appeal online grades with their faculty member or with the administrator of the Colorado Community College Online.