

# GRADING SYSTEM

One indication of a student's achievement is a letter grade assigned to student performance. Each letter grade, in turn, carries "credit points" which are used in computing the student's "cumulative grade point average." Academic achievement in regular letter grades will be recorded at the end of each semester for all course work for which credit is granted. The credit hours attempted and credit points attained will enter into the computation of the student's cumulative grade point average. The College reserves the right to determine its grading scale and uses the following as the official grades of the institution. All students will be issued one of the following as a result of their work in any given course.

## A, A-

The instructor judged the student to have satisfied the stated objectives of the course in an excellent manner. The student's performance was judged to be in this range of high quality based upon a comparison with other students in the course, and/or with students who had taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on experience and expertise.

## B+, B, B-

The instructor judged the student to have satisfied the stated objectives of the course in an above-average manner. The student's performance was judged to be in this range of above-average quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on experience and expertise.

## C+, C, C-

The instructor judged the student to have satisfied the stated objectives of the course in an average manner. The student's performance was judged to be in this range of average quality based upon a comparison with other students in the course, and/or students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on experience and expertise.

## D+, D

The instructor judged the student to have satisfied the stated objectives of the course in a low but acceptable manner. The student's performance was judged to be in this range of below average but acceptable quality based upon a comparison with other students in the course, and/or the instructor's personal expectations relative to the stated objectives of the course, based on experience and expertise.

## E

Failure. The instructor judged the student not to have satisfied the stated objectives of the course. Credit for the course in which the grade "E" has been received can be obtained only by repeating and passing the course.

## NR

Grade not reported by the instructor.

## W

Withdrew. This grade is used for students who have officially withdrawn from the course between 5 p.m. of the 6th Friday and 5 p.m. of the 11th Friday of the semester. No credit shall be given for this grade, and it shall

not be considered in determining a student's grade point average, but will be considered as attempted hours in determining Financial Aid Status.

## WF

Withdrew Failing. This grade is used for students who have petitioned to withdraw after the 11th week of a semester and who were failing the course at the time of the withdrawal. This grade is applied to students who have not been attending classes for which they are scheduled or have not actively participated in online, or blended courses. No credit shall be given for this grade, and it shall not be considered in determining a student's grade point average, but will be considered as attempted hours in determining Financial Aid Status.

## WP

Withdrew Passing. This grade is used for students who have petitioned to withdraw after the 11th week of a semester and who were passing the courses at the time of the withdrawal. No credit shall be given for this grade, and it shall not be considered in determining a student's grade point average, but will be considered as attempted hours in determining Financial Aid Status.

## I

Incomplete. An "I" indicates that the work of the student in the course is satisfactory but that for legitimate reasons a small portion of the course remains to be completed.

The grade "I" shall be temporarily recorded on the student's grade report. The student must complete and submit the coursework no later than the sixth Friday following the start of the semester or term subsequent to the one in which the "I" was received. Upon the request of the student to the instructor, within the six-week period, the Vice President for Academic Affairs may allow a student additional time in which to complete the work. Generally, this shall not be longer than the end of the semester following the semester in which the "I" was received.

Until such time as the final grade is recorded, the credit hours in the incomplete courses shall not be counted or considered for any purpose. In no case shall a student who has received the grade "I" be permitted to repeat the course in which such grade was received until such time as the "I" has been removed. If the student fails to complete the coursework, the final grade will be determined by giving the student a zero on all remaining and unfinished work. These zeros will be used to calculate the final course grade. Students who are unsuccessful in a required competency (as defined in the syllabus) will receive an "E/U" grade.

**Note: A student's Financial Aid Status and/or Academic Standing may be affected by the Incomplete.**

## R

Audit. This grade indicates that the student registered to audit the course. No credit hours shall be awarded for this grade (Normal tuition and fees will be charged).

## S

Satisfactory. This grade may be used to record satisfactory completion of work, provided the course has been approved for this grade. "S" credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average.

## U

Unsatisfactory. This grade shall be used for unsatisfactory work in courses in which a student would be entitled to the grade of "S" if his/her work had been satisfactory. No credit shall be given for work graded "U." This grade shall not be considered in determining a student's grade point average.

## Credit System

### EM

Examination. This grade indicates credit given to registered students on the basis of examinations taken prior to or after admission to the College. The department in which the course is taught will determine the score the student must earn to receive "EM" credit. A maximum of ten (10) semester credit hours may be earned in this manner. "EM" credit cannot be processed during the semester of the student's graduation. A fee of \$25 per credit hour is assessed.

Examination credit shall not be given to a student for a course in which he or she has received a grade at this college. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average.

### AP

Advanced Placement. This grade indicates credits awarded to a registered student for appropriate courses for scores between 3-5 on Advanced Placement examinations. Students must submit the official results to the Office of Transfer at Rhodes State, upon application to the College, for evaluation of AP credit. Students who submit the official results after beginning their course work at Rhodes State may jeopardize their placement in the appropriate course.

In accordance with recognized national standards for the awarding of college credit, scores of 1-2 on AP exams are not viewed as indicative of sufficient mastery of the subject matter to warrant the awarding of college credit.

Formal review of the AP scores will be done by the Division Dean of the content area. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average.

### AS

Advanced Standing. This grade indicates credits awarded to a registered student as a result of meeting the requirements of an articulation agreement between recognized educational entities and Rhodes State or for certain established credentials. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average.

### CL

College Level Examination Program (CLEP). This grade indicates credit awarded to a registered student for appropriate courses in which a student has earned the recommended credit granting score established by Ohio faculty review panels.

**See the ODHE website for a listing of the state-approved credit granting score for individual examinations and alignment with Rhodes State College courses.**

Students must submit an official CLEP transcript to the Office of Transfer at Rhodes State upon application to the College for evaluation of CL credit. Students who submit the official results after beginning their

course work at Rhodes State may jeopardize their placement in the appropriate course.

Formal review of the CLEP scores will be done by the division dean of the content area. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average.

### CR

Credit for Experience. This grade indicates credit awarded to a registered student as a result of the knowledge of the subject matter in a non-traditional manner. The Division Dean or Chair evaluate the documentation provided by the student which demonstrates competency in the subject matter. Credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average. No more than ten (10) hours of "CR" credit may be counted toward graduation. This credit cannot be obtained during the semester of a student's graduation. A fee of \$25 per credit hour is assessed.

### CT

Career-Technical Credit. Career-Technical Assurance Guides (CTAG) Credit is awarded to registered students for technical courses completed at an Ohio Career Technical Center (that adhere to recognized industry standards) and have been aligned with a Career Technical Articulation Number (CTAN) by Ohio faculty review panels. Student must have their official transcript sent directly from the educational institution and have the Career Technical Center send a completed State (CT)<sup>2</sup> Verification Form directly to the College. The student must also submit any additional credentials needed for credit. Documentation will be reviewed by the appropriate Division Dean or Chair. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average. Additional information can be found here.

### DN

DANTES Subject Standardized Tests (DSST). This grade indicates credits awarded to a registered student as a result of receiving the American Council on Education (ACE) recommended credit granting score on DSST examinations. Students must submit the official results to the Office of Transfer at Rhodes State upon application to the College for evaluation of DN credit. Students who submit the official results after beginning their course work at Rhodes State may jeopardize their placement in the appropriate course. In accordance with recognized national standards for the awarding of college credit, scores lower than the American Council on Education (ACE) recommended credit granting score are not viewed as indicative of sufficient mastery of the subject matter to warrant the awarding of college credit. Formal review of the DSST scores will be done by the division dean of the content area.

### IT

Industry-Recognized Credential Credit. Industry-Recognized Credential (ITAG) Credit is a statewide transfer initiative that guarantees the award of college-level credit to students earning agreed upon industry-recognized credentials. The award of credit is based upon the knowledge, skills, and competencies gained through credential attainment regardless of where the learning to prepare for the credential took place. Student must provide documentation of having earned the approved credential. Documentation will be reviewed by the appropriate Division Dean or Chair. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average. Additional information can be found here.

**K**

Transfer Credit. This grade indicates credit awarded to a registered student for completed course work from other institutions and service schools, where a grade "C" or better was received. Transfer credit is only awarded after approval by the Office of Transfer. "K" credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average. This credit cannot be obtained during the semester of a student's graduation.

**KN**

Credit for Non-Academic Learning. This grade indicates credits awarded to a registered student as a result of knowledge of the subject matter through a non-academic training program. The Division Dean or Chair will evaluate the documentation provided by the student. Credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average. No more than ten (10) hours of "KN" credit may be counted toward graduation. This credit cannot be obtained during the semester of a student's graduation. A fee of \$25 per credit hour is assessed.

**KX**

Transfer Credit with grade less than a "C". As of Fall 2005, this grade indicates credits awarded to a registered student for completed coursework from other institutions and service schools where a grade of "C-", "D+", or "D" was received. KX credit is only awarded after approval of the Office of Transfer. "KX" credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average. "KX" credit will not fulfill any graduation requirement or prerequisite in which the "C" Grade Policy applies. This credit cannot be obtained during the semester of a student's graduation.

**ML**

Military Credit. This grade indicates credits awarded to a registered student as a result of knowledge of a subject matter of a course through training and experience in the United States Armed Forces or National Guard. The Division Dean or Chair will evaluate a United States Armed Forces transcript and use the documentation by the American Council on Education (ACE) to determine the applicability to the student's degree program at Rhodes State. Credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average.

**MT**

Military Transfer. Military Transfer Assurance Guides (MTAGs) provide a statewide guarantee that certain types of military training, experience, and/or coursework align to existing college and university courses and will be awarded appropriate credit. State faculty review panels have reviewed certain types of military training, experience and/or course work and have aligned them to a Ohio Articulation Number (OAN). Student must submit their official United States Armed Forces transcript. Credit shall be counted as hour earned only and shall not be considered in determining a student's grade point average.

**OM**

OTC Pathway (formerly known as One-Year Option) block credit awarded toward an Associate of Technical Study in Building and Industrial Technology.

**ON**

OTC Pathway (formerly known as One-Year Option) block credit awarded toward an Associate of Technical Study in Business Technology.

**OO**

OTC Pathway (formerly known as One-Year Option) block credit awarded toward an Associate of Technical Study in Health and Allied Health Technology.

**OP**

OTC Pathway (formerly known as One-Year Option) block credit awarded toward an Associate of Technical Study in Information Technology.

**OQ**

OTC Pathway (formerly known as One-Year Option) block credit awarded toward an Associate of Technical Study in Services Technology.

**Credit Points**

Credit points shall be assigned on the following basis:

1. For each credit hour of A, 4.0 credit points shall be allowed.
2. For each credit hour of A-, 3.7 credit points shall be allowed.
3. For each credit hour of B+, 3.3 credit points shall be allowed.
4. For each credit hour of B, 3.0 credit points shall be allowed.
5. For each credit hour of B-, 2.7 credit points shall be allowed.
6. For each credit hour of C+, 2.3 credit points shall be allowed.
7. For each credit hour of C, 2.0 credit points shall be allowed.
8. For each credit hour of C-, 1.7 credit points shall be allowed.
9. For each credit hour of D+, 1.3 credit points shall be allowed.
10. For each credit hour of D, 1.0 credit points shall be allowed.
11. For each credit hour of E, 0.0 credit points shall be allowed.

All other marks carry no credit points.

**Grade Point Average**

The grade point average of a student shall be computed by dividing the sum of the applicable number of credit hours (in which the grades A,B,C,D, or E have been given) into the sum of credit points assigned for such hours.

**Academic Honors**

The College honors outstanding achievement during a special awards ceremony each year. Students are not only recognized for academic achievement but may be singled out for recognition as a result of community and campus service. To be eligible to attend the awards ceremony, a student must have an overall GPA of 3.5 or higher as of the end of the Fall semester prior to the ceremony.

**Dean's List**

Recognition will be made for students who have achieved academic excellence carrying a 3.5 or higher grade point average after each academic term. The Dean's List recognizes full-time students carrying 12 or more credit hours for a term and part-time students carrying 6 to 11 credit hours for a term. This achievement will be noted on the student's transcript as Dean's List and will be released on a regular basis to the Rhodes State website if the student has indicated that the College may

publish this information (see Educational Rights and Privacy Act under Registration & Records FAQs).

## Graduation with Honors

Outstanding academic achievement will be recognized for students achieving a cumulative grade point average of 3.5 or higher at the time of graduation. Graduation with honors is based on the following selection: 3.50-3.69; 3.70-3.94; and 3.95 and above.

## Honor Societies

Students may also be recognized through induction into an honor society. Contact the office of the Vice President for Academic Affairs for information about Phi Theta Kappa or the program chairs for more information on departmental honoraries.

- Alpha Beta Gamma, the national two-year Business honorary;
- Alpha Delta Nu, the national two-year Nursing honorary;
- Lambda Beta, the national Respiratory Care honorary;
- Lambda Nu, the national Radiological Sciences honorary;
- Phi Theta Kappa, the two-year college national honorary and the largest honor society in American higher education. The Alpha Tau Mu chapter of Phi Theta Kappa honors outstanding students and inducts new members each spring;
- Sigma Phi Alpha, the national Dental Hygiene honorary;
- Tau Alpha Pi, the Engineering Technologies honorary;
- Tau Upsilon Alpha, the national Human Service honorary.

## Academic Standing

Academic Standing is computed using a student's cumulative Grade Point Average (GPA) Divisor Hours and cumulative GPA based on grade processing at the end of the term. A student is considered to be in good standing if his/her cumulative grade point average is 2.0 or higher. A student is placed on academic warning or probation based upon the following credit and grade point average (GPA) ranges:

Cumulative GPA Divisor Hours	Warning GPA	Probation GPA
1 to 15	0.0 to 1.99	- - -
16 to 30	1.4 to 1.99	0.00 to 1.39
31 to 45	1.6 to 1.99	0.00 to 1.59
46 to 59	1.8 to 1.99	0.00 to 1.79
60+	1.9 to 1.99	0.00 to 1.89

While students may remain on warning in succeeding semesters, they are no longer in good standing and are alerted to the fact that they must improve their GPA to meet graduation requirements.

Students may remain on probation provided they earn a minimum of 2.0 Term GPA each succeeding term of attendance until a status of warning or good standing is achieved.

Dismissal occurs when a student who is on probation fails to earn a 2.0 Term GPA or higher his/her next semester of attendance.

The Director of Advising Services reviews the progress of students on warning and probation and recommends retention activities that will assist students in achieving academic success.

## Appeal of Grades

Students who feel that they were not assigned a fair grade for a course should consult the instructor who taught the course. Then, if not satisfied, they should discuss the matter with the Division Dean or Department Chair. Finally, students have the option of taking their appeal to the Vice President for Academic Affairs. Any appeal of a grade must be initiated before the end of the semester immediately following the semester in which the grade was received.

## Failure in a Required Course

At his/her first opportunity, a Rhodes State student who has not been dismissed from the College must repeat, in class, a required course which the student has failed. A substitute course may be taken if authorized by the Vice President for Academic Affairs upon the recommendation of the Division Dean or Chair of the department involved. When a substitute course is granted for a required course, the failing grade will not be expunged from the student's permanent record. Failing grades may only be expunged in accordance with the procedure as described under "repetition of courses" in this catalog.

## Repetition of Courses

Students may repeat courses taken by audit or credit at Rhodes State College. Each course and each grade earned by the student will be indicated on the student's official transcript; however, only the first repetition will be used in determining the student's cumulative grade point average even if the grade is lower than the first attempt. All subsequent repetitions will be used in the cumulative grade point average.

## Classroom Attendance Policy

Regular attendance is needed to gain an understanding of the course's content and to satisfactorily demonstrate required competencies. Lack of attendance may negatively impact the earned grade; and, may result in a grade of "E". Furthermore, lack of regular attendance may negatively impact a student's financial aid eligibility. See the Financial Aid section of the Catalog for further information.

## Withdrawal from Non-Attendance

The United States Department of Education (DoE) enacted legislation that requires institutions of higher education to know when students are attending classes and to be able to prove how long students have attended before withdrawing from classes. Although not all students are receiving federal financial aid, the College is required to be consistent in how it tracks or determines attendance for all students. To comply with these regulations, Rhodes State College takes attendance for all students and in all classes. Student attendance and active participation will ensure success as they pursue their academic goals.

Students are responsible to officially drop/withdraw from all registered courses if they decide to no longer attend. If a student does not initiate an official drop/withdraw with the Office of Advising, the institution will identify a date of drop/withdraw. Students identified as not attending 15 week or 1<sup>st</sup> half classes (Fall/Spring), or 8 week or 10 week classes (Summer) will be withdrawn by the College beginning the end of the second week of the semester. Students identified as not attending 2<sup>nd</sup> half classes (Fall/Spring) will be withdrawn by the College beginning the end of the tenth week of the semester. Students will be notified of the action via Rhodes State email if they are withdrawn for non-attendance.

## Withdrawal from Coursework

Unfortunately, it may become necessary for students to interrupt the pursuit of an academic program at Rhodes State. The student should work through their advisor in order to permit any future readmission as a student in good standing. A form used for withdrawal purposes should be completed through the procedure outlined under Adding/Dropping Courses.

Students who have withdrawn from the College previously must reactivate their file by contacting the Office of Advising.

Students who have dropped out of a limited enrollment program and wish to be readmitted at a later date should contact the Division Dean or Department Chair of the program to arrange a conference. The Division Dean or Department Chair makes the decision and communicates the necessary readmission procedures to the Office of Advising.