



**ADMINISTRATIVE POLICY  
GRADING SYSTEM**

*This policy pertains to employees and students.*

Fox Valley Technical College offers several levels of instruction that are not interchangeable and have related grading structures. The appropriate grading scale for each course will be provided in the course syllabus, in accordance with this grading system. Grading scales are determined at the division/departmental level, as appropriate for the discipline.

**Associate Degree (aid codes 10 and 20), Technical Diploma (aid code 30), and Apprenticeship (aid code 50) Courses**

The following grading structure is used for all coursework in this category except for Program Preparatory Coursework. Program Preparatory Coursework courses will be assessed using the grading system, but the earned grades are not factored into a student's GPA calculation. The grades will be used to establish satisfactory academic progress for financial aid purposes.

Grade	Grade Point	Description
A	4.0	Distinguished
A-	3.7	
B+	3.3	
B	3.0	Above average
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D+	1.3	
D	1.0	Below average
D-	0.7	
F	0.0	Failure
W	0.0	Student-initiated withdrawal before 60% of class hours are completed or due to extenuating circumstances and administratively assigned by Enrollment Services (See <a href="#">Emergency Withdrawal Policy</a> ).
AU	0.0	Audit: Automatically recorded for a student who has registered to audit a class. Students need to make this designation at the time of registration (See <a href="#">Auditing of Courses Policy</a> )
EX	0.0	Extention: Issued when an extenuating circumstance exists, outside the student's span of control, warranting consideration for an extension as determined by the course instructor's professional judgment. An extension is a time frame that is agreed upon between the faculty and student for up to 90 days from original course end date to provide the student with additional time to finish the coursework.
S/U	4.0/0.0	A satisfactory/unsatisfactory grading structure based on learning outcomes may be used on an exception basis in these aid codes with prior approval by the Chief Academic Officer. These grades will be used in the GPA calculations as noted.

WI	No GPA Impact	Withdrawn by Instructor: Assigned by the instructor during first 60% of course when a student ceases academic participation.
NS	No GPA Impact	No Show: Assigned by the instructor when a student does not initiate academic participation during the first 10% of published class time or by the Census Date, whichever occurs first during published class dates.
LF	0.0	Lapsed F. Administratively assigned by Enrollment Services when an EX is not graded within 90 days after the course end date.
FD	0.00	Disciplinary Failure: Issued with Dean or Associate Dean approval. Grade along with supporting documentation is entered by the Registrar.

**Vocational Adult (aid code 47), General Adult (aid code 42), and Avocational (aid code 60) Courses**

Instructors have the option of using either an “S” (satisfactory) or “U” (unsatisfactory) grading method or the letter grade structure noted above. The “S”/”U” method should be the general practice for this non-credit coursework; however, an increasing number of employers are requesting that a letter grade be recorded for their employees for purposes of assessing skill levels attained in contract training or making tuition reimbursement decisions. An EX (extension) grade is also available for non-credit programming per the same description noted for credit courses. Grades from non-credit coursework (aid codes 47, 42, 60) are generally not factored into a student's GPA calculation. Exceptions are made at the discretion of the Chief Academic Officer.

**Adult Education (AE) Courses**

The following grading structure is used in AE course work. AE grades are not factored into a student’s GPA calculation.

Grade	Grade Point	Description
A	0.0	Distinguished
B	0.0	Above average
C	0.0	Average
D	0.0	Below average
F	0.0	Failure
S	0.0	Satisfactory
U	0.0	Unsatisfactory
W	0.0	Withdrawn
NS	0.0	No Show
IP	0.0	In Progress: Used when a student exceeds 72 hours in a course and enrolls in the same course again with the same instructor in the same semester. The IP grade will remain on a student's record as “in progress” for that course.

## Other Designations Assigned

AS	Advanced Standing – Advanced Standing/Prior Learning Assessment. Does not calculate into Cumulative Grade Point Average (GPA). See <a href="#">Advanced Standing Policy</a>
TC	Transfer Credit. Does not calculate into Cumulative Grade Point Average (GPA). See <a href="#">Transfer Credit Policy</a>

## Academic Progress

Fox Valley Technical College believes that formative feedback is essential to the learning process. To provide students with feedback and guidance that will assist them in gaining the competencies necessary for the workplace, timely feedback on academic progress is important. In some learning situations, more frequent feedback may be necessary than the intervals listed below.

Formative feedback can be accomplished through formal grading as well as through various other formal and informal means such as posting students' current cumulative course grade(s) via the instructional learning management system, MyFVTC, verbal guidance or feedback, or any other means as deemed appropriate by the instructor, at the following intervals:

1. At or before completion of 1/3 of the course or the fourth week of the semester (whichever comes first)
2. At or before the completion of 2/3 of the course or the eighth week of the semester (whichever comes first)

## Repeated Coursework

Most courses may be repeated for a grade. All or course attempts will be listed on the student's transcript with the grade received. The most recent grade earned will be computed for graduation and cumulative grade point average. Students are not required to repeat a failed course unless it is a prerequisite for another course or required for graduation.

In addition, some departments may have a limit on the number of times a course may be completed while still remaining active in a particular program. Maximum course attempt limits must be approved by the Dean of the Division, in consultation with the Chief Academic Officer (CAO), and will be listed in appropriate academic department communications such as a program handbook and/or syllabi.

## Final Course Grades

Students enrolled in credit courses have access to their final course grades through MyFVTC. Grades are accessible 24 hours after they are submitted by the instructor. Final grades are recorded on permanent transcripts. Final course grades must be completed by the instructor and entered into MyFVTC by the deadlines noted in the following chart:

Classes	Deadline for Grades to be Entered
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Semester length classes	See <a href="#">Operating Calendar</a> (Grades Due)
Non-semester length classes	5:00 p.m. of the 5 <sup>th</sup> College working day after the last class has been completed
Non-semester length classes that conclude at the end of the semester	See <a href="#">Operating Calendar</a> (Grades Due)

**Grade Changes**

Grades may be changed by the original instructor with cause up to six (6) months after the grade is posted. After six months,, a grade change must be approved by instructional leadership.

Related Policies:

- Academic Progress Standards
- Advanced Standing
- Auditing of Courses
- Emergency Withdrawal
- Financial Aid – Satisfactory Academic Progress
- Transfer Credit

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