Aims Community College Procedure

Academic Affairs

Grading System

Purpose:
The purpose of this procedure is to create a common and standard system when awarding course grades at Aims Community College.

I. Grading System

In order to standardize grading across the College, Aims Community College will use a universal set of approved grades. Any course grade issued must be from the comprehensive list of grades listed in the procedure. All course grades, once reported, remain a matter of permanent record. Grading scales may vary by department or discipline; instructors will include a grading scale in each course syllabus.

GRADE SYMBOL	QUALITY OF WORK INDICATED BY SYMBOL	GRADE POINTS
A	Indicates that the student has demonstrated superior achievement of the course objectives.	4
B	Indicates that the student has demonstrated above-average achievement of the course objectives.	3
C	Indicates that the student has demonstrated acceptable achievement of the course objectives.	2
D	Indicates that the student has demonstrated below-average achievement of the course objectives. This achievement does not warrant a failing grade yet represents the minimum passing grade.	1
F	Indicates that the student has failed to achieve the objectives of the course.	0
S	SATISFACTORY: for designated courses, indicates achievement of the course objectives at a "C" level or above. *Credits not used to calculate grade point average but counted toward graduation.*	None
U	UNSATISFACTORY: for designated courses, indicates failure to achieve course objectives.	None

I	INCOMPLETE: A temporary grade of "incomplete" may be assigned if a student is progressing satisfactorily and due to extenuating circumstances, cannot complete the work of a course within the term. The desire to do additional coursework to raise a grade is not considered an extenuating circumstance. Please see Procedure 103-01, Incomplete Grades for additional details. *Credits not used to calculate grade point average and not counted toward graduation.*	None
W	WITHDRAWAL: Indicates a student's withdrawal after the point marking 15% of the course (the drop/refund deadline) and before the point marking 75% of the course. After the 75% point, students may no longer choose to withdraw from a course, and faculty will either assign the grade earned or complete an "Incomplete" agreement with the student. Under extenuating circumstances, the college may allow a medical and/or administrative withdrawal after the 75% point. The Dean of Students' Office will maintain a process for students to request a medical or administrative withdrawal. *Credits not used to calculate grade point average and not counted toward graduation.*	None
NC	NO CREDIT: Available only in below-1000 and non-credit courses.	None
AU	AUDIT: No credit is granted. Regular tuition rates apply. The audit (AU) grade does not affect the grade point average. Any course for which an AU grade is assigned: does not count toward any certificate or degree program, cannot be used to satisfy a course prerequisite, cannot be used to satisfy "in residence" prerequisites, and cannot be used to satisfy requirements for financial aid or veterans' benefits. The student must submit an Audit Request form no later than the drop deadline for that course. The student may receive credit for a course that was originally audited only by enrolling in and satisfactorily completing another section of the course in a subsequent term.	None

II. Additional Notes Regarding the Grading System

A. Additional policies and procedures related to student grades and transcripts are listed below:

Academic Fresh Start Procedure
Academic Statuses and Appeal Procedure
Graduation Requirements Procedure
Graduation Honors Procedure
Incomplete Procedure
Prior Learning Assessment (PLA) Credit Procedure
Repeated Courses
Transfer Credit Procedure

Adopted: College Council, April 10, 2023
Responsible Administrator: Vice President of Academic Affairs