

## ACADEMIC ACHIEVEMENT GRADING AND CREDIT



**Vice President for Instruction**

**Regulation No: EGA (Regulation)**

**Effective Date: 02-01-2023**

### 1. PURPOSE

This regulation addresses procedures for academic achievement grading and awarding credit.

### 2. DEFINITIONS

**Credit Hour:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Sixty minutes, of which 50 minutes must be direct instruction, over a 15-week period in a semester system.
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution, including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

**Incomplete Grade:** The Incomplete Grade ("I") is a temporary grade given when a student has experienced unforeseen circumstances beyond the student's control which results in the student being unable to successfully complete the course within the timeframe of the semester.

### 3. REGULATION

Information, policies, and procedures concerning grading and credit shall be located in the College District catalog.

The College District shall keep all grade records for courses issuing grades electronically.

#### INCOMPLETE GRADES:

An "I" may be assigned if, in the judgment of the instructor, the student can complete the course outcomes with minimal instructional assistance and without attending additional class sessions.

An "I" may be assigned only when the following circumstances are met:

1. No more than 25% of the points possible in the class are still outstanding.
2. Passing the course with a 70% or better.

Exceptions to these circumstances can be made at the discretion of the appropriate instructional Dean.

In cases where an instructor agrees to assign an "I", the instructor must complete the electronic "I" contract form and submit to the appropriate dean for approval. The student

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will receive an “I” as the course grade on the grade roster. The “I” contract will specify the course requirements that must be completed and the due date for the work to be submitted (no later than the last day of the following semester from when the “I” grade was assigned). The contract will be signed by the student, instructor, department chair and dean, and a copy of the signed “I” Contract will be provided to the student, instructor and department.

After the student has successfully completed the requirements of the “I” contract, the instructor will complete and submit a Change of Grade form, changing the “I” to the appropriate permanent grade. When the Change of Grade form is used to change an “I” to a letter grade, only the instructor is required to sign the form. If after one semester the student fails to complete the requirements of the “I” contract, the “I” will automatically be converted to an “F”.

#### **EARLY INTERVENTION:**

Each College District instructor shall file an early intervention report for any student in danger of not succeeding in a course with the designated contact person in the advisement/counseling department. Reasons for making a report shall include, but not be limited to, failing grades or attendance issues, including three consecutive absences or failures to log-in as required by the College District’s attendance policy. [See FC (Local)]

#### **ASSIGNMENT OF CREDIT VALUE:**

In determining credit hours per course and programs, the College District will follow, as appropriate, the current Academic Course Guide Manual and/or the Guidelines for Instructional Programs in Workforce Education, both published by the Texas Higher Education Coordinating Board. See also EGA (Exhibit).

#### **CHANGING OF GRADES:**

Procedures for awarding transfer credit or petitioning for credit will be determined as outlined in the current College catalog.

Upon approval by the appropriate dean, grades may be changed for appropriate reasons using the following procedure:

1. The instructor shall complete the grade change form.
2. Instructors may change grades of A, B, C, D, F, FN or I with the proper documentation.
3. All grade changes shall be submitted to the admissions and records office on the proper form and with documentation, including signature approval of the appropriate dean.
4. Grade changes shall not be sent through the College District interdepartmental mail service.
5. When the grade change has been processed, the registrar’s office will inform the department administrative assistant that the grade has been changed.

**4. REGULATION OWNER**

The Vice President for Instruction shall be responsible for this Regulation.

**5. FORMS/REFERENCE/EXHIBITS**

EGA Exhibit: Lec - Lab Credit/Contact Hour Combinations for Academic Courses.  
Lecture – Lab/Contact Hour Combinations for SCH, Local Need, and Special Topics  
Courses for Workforce Education Courses. Work-based Learning Experience SCH  
Course Ranges.

FC (Local): Attendance