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Revision Responsibility: Vice President of Academic Affairs

Responsible Executive Office: Vice President of Academic Affairs

**Purpose:**

To establish responsibility for awarding grades and specify the grades that can be awarded.

**Policy:**

I. Grading System

A. Reporting quality of student performance in any academic course is the responsibility of the faculty member. Each faculty member shall specify his/her grading process -- the basis for achieving specified letter grades for the course – and distribute and explain these bases in writing to each student at the beginning of the quarter.

B. The following grading system is used at Platt College. The Platt College cumulative GPA calculation is taken to three decimal places.

For general education (foundational liberal arts), cognate (foundational sciences) classes, and graphic design classes, the course evaluation is based on the following grade scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

*Cognate courses at Platt College are defined as courses offered in the science discipline. The purpose of cognate courses is to provide a student with more diverse perspectives in interdisciplinary fields. Cognate classes at Platt College include:*

- *BIOL 112, 206, 223, 224, 300 (these courses include labs)*
- *CHEM 121 (this course includes lab)*

For nursing classes (only classes with a NSG prefix), the course evaluation is based on the following grade scale:

A	90-100
B	80-89
C	75-79
D	68-74
F	67 or below

For clinical practicum experiences, the course evaluation is based on the following grade scale:

P	Pass
F	Fail

A grade of 75 or above must be achieved in every nursing course in order to progress in the nursing program. Any course grade below 75 will not be rounded up. Letter grades of “D” or “F” in any nursing or cognate courses will constitute a course failure and the student will be required to repeat the course in its entirety (didactic, laboratory, and clinical) to achieve a passing grade at his/her own expense.

For additional information regarding course grades, please see the Platt College Catalog.

II. Explanation of grading system used at Platt College:

Letter Grade	Rating Description	Quality Points Per Credit	Affect Term Earned Hours	Affect Cumulative Earned Hours	Affect Term GPA Hours	Affect Cumulative GPA Hours	Affect Term GPA	Affect Cumulative GPA	Affect Transcript Attempted Hours	Can Mark As Repeat	Act as Ungraded (No Quality Points)
A	Superior	4.0	✓	✓	✓	✓	✓	✓	✓	✓	
B	Above Average	3.0	✓	✓	✓	✓	✓	✓	✓	✓	
C	Average	2.0	✓	✓	✓	✓	✓	✓	✓	✓	
D	*Minimally Acceptable	1.0	✓	✓	✓	✓	✓	✓	✓	✓	
F	**Failure	0	✓	✓	✓	✓	✓	✓	✓	✓	
P	Pass	4.0	✓	✓	✓	✓	✓	✓	✓	✓	
R	Retake	N/A							✓	✓	✓
I	Incomplete	N/A							✓	✓	✓
WA	Administrative Withdrawal	N/A							✓		✓
WP	Withdrawal While Passing	N/A							✓		✓

WF	Withdrawal While Failing	N/A								✓	✓
TC	Transfer Credit	N/A	✓	✓					✓	✓	✓
EC	External Credit	N/A	✓	✓					✓	✓	✓
ES	Transfer Credit Held in Escrow	N/A	✓	✓					✓	✓	✓
AU	Audit	N/A							✓	✓	✓

\*Letter grades of "D" or "F" in any nursing or cognate courses will constitute a course failure.

\*\*Failure can be used to show both failure of course or unsatisfactory grade.

## Procedures:

Faculty must turn in their final course grades to the Registrar via **MyPlattCollege** by 9:00am Monday of the break week. In preparation for Nursing Pinnings/Graduation, faculty who have graduating seniors in their courses must submit grades by Friday of finals week at 9:00am.

Faculty may use the following procedure to submit course grades via **MyPlattCollege**:

- Log into the faculty portal at <http://www.plattcolorado.edu/content/online-learning-faculty-login>.
- Click “My Courses” on the bottom left hand side.
- Under “Course Gradebook” click “Calculate Final Grades”
- Review information to make sure all your assignment grades have been entered
- Under “Course Gradebook” click “View/Edit Calculated Grades” and do another final review to make sure that everything is complete
- Under “Course Gradebook” click “Submit Grades”
- Have the “Final Grade” button pushed
- Click “Continue to Submit Grades Step 2”
- Select the students you wish to submit final grades for. You should check all of your students. (Students who withdrew from you class will be displayed as “withdrawn.” Do not make any changes to these students.)
- Once reviewed, click “Continue to Submit Grades Step 3”
- Once you have completed this process, the grades have been turned into the Registrar electronically and you are complete.
- If you think you have accidentally submitted a wrong grade, contact the Registrar immediately.

It is imperative that grades are submitted on time. Platt College cannot disburse financial aid funds until grades have been received and posted. The College must also be able to prove satisfactory progress-hours and GPA.

Incompletes can only be given with the approval of the Vice President of Academic Affairs. When an incomplete is submitted, it does not impact GPA but is included in the student’s attempted hours on their transcript. If a student does not maintain satisfactory progress and complete required hours, the College may be required to return financial aid funds. A grade of “F” counts towards hours and satisfactory progress. Faculty members should assign the

student the grade he/she has earned and then submit a grade change form when the class is completed. Please see Policy 02:07:00 *Grade Change*.

If a student withdraws from a course, faculty members will receive an “Add/Drop Form” in their campus mailbox. Please fill out the required areas and return to the Registrar. Based on your discretion from the student’s last date of attendance, the student will either receive a WP (withdraw while passing) or WF (withdraw while failing). The Registrar will update the course roster and student withdrawal grade on **MyPlattCollege**. It is not the faculty member’s responsibility to update information based on student drops/withdraws in **MyPlattCollege**.

Attendance must also be monitored. Attendance tracking is required by Platt College’s accrediting commission, ACCSC, by College policy, and by the Department of Education; The Department of Education and/or ACCSC can request to see attendance tracking at any time. Faculty may follow the following procedure to submit attendance on **MyPlattCollege**.

- Log into the faculty portal at <http://www.plattcolorado.edu/content/online-learning-faculty-login>.
- Under Course Management, click “MyCourses”
- Select course you wish to take attendance for
- Under the category of course attendance, select “Attendance Entry”
- When the “Attendance Entry” screen opens up, make sure the attendance date is the correct date in which the class was held (the correct date entry is very important)
- Where it says “display” leave the dropdown choice set to “All”
- Now click “Load Daily Attendance”
- The legend for attendance entry is as follows:
  - A: Absent for entire class
  - E: Excused (this may only be used as permitted by the Associate Dean)
  - L: DO NOT USE
  - Y: Student left early
  - O: DO NOT USE
  - P: Present
  - T: Tardy
- Click the appropriate button associated with the student attendance of the day. You do not need to fill out the “hours” box. Feel free to use the “comments” box for unique comments--- otherwise, leave it blank.

- Click “Save Daily Attendance.”

If you have a student in your class that is not on your roster, please notify the Registrar as soon as possible. If attendance slips are not received, faculty will receive a reminder notice via email.

Due to FERPA and college policy, grades may not be forwarded to students via email, phone, nor by posting. In accordance with FERPA, grades must be kept in a secure location with the faculty member or other College official until collected personally by the student via **My Platt College**.