



## GRADING SYSTEM PROCEDURE

**Policy Number: 6.0600**  
**Subject Area: Instruction**  
**Adopted: 12/03/2024**  
**Revised: 12/03/2024**

Faculty are directed to use the following grading system outlined in the Grading System Procedure 6.0600.

If a student prefers to use the Alternate Grading System, which is either a grade of S Satisfactory or W Withdrawal, the student must complete the Request for Alternate Grading System two weeks prior to the end of the semester. The Alternate Grading System Form requires the student to list the course, course name, section number, credit hours, and reason for requesting the Alternate Grading System. The form is completed by the student and submitted to the Registrar for approval. Upon approval, a grade of S or W will be recorded on the student's transcript.

A student may not earn more than eight semester hours of S grades toward the associate in arts or the associate in science degree or not more than sixteen semester hours of S grades toward the associate in applied science or the associate in general studies degree. Semester hours earned as "S" grades are creditable toward a degree, but the grade is not calculated to determine the grade point average.

**NOTE:** *A grade of "S" may not be accepted as transfer credit by some colleges or universities*

Any student qualified for admission to the College who does not desire to complete the work required for credit in a particular course but desires to attend a class regularly for information or self-improvement may register as an audit student. Audit students must pay the same tuition rate paid by regularly enrolled students and the appropriate fees.

Students will complete a Request for Audit Form that includes the course name, course number, section number, and credit hours. The student will be asked to include a reason for auditing the course. This form will be completed by the student and returned to the Registrar for approval.

Approval History:

Revised 12/03/2024