



### 3.36.3 Grading Policy

#### Established Grading Procedures for credit-based courses

**Part 1. Purpose.** In accordance with CLC Procedure 2.9.1, CLC awards grades for credit-based courses. Certain credit-based course categories have defined grading methods that depend on the course's outcomes and the academic nature of its content.

**Part 2. Classifications of grading methods.** CLC shall utilize the following grading methods available from the Minnesota State student grading system, which are defined as follows:

**Normal (01):** Traditional credit-based courses that include a lecture and/or lab component of course content. It may consist of an internship or an experience similar to an internship.

**Pass/Fail (02):** Courses containing an internship or internship-like experience for students consisting of hands-on learning, service learning, application of learning, or work experience. In addition, Developmental Reading courses numbered below 1000 that prepare students for college-level work.

**Audit (03):** Any credit-based course may be audited at the student's request. The auditing grade method shall not be the primary grade method for any credit-based course.

**Pass/No Credit (04):** Developmental MATH courses numbered below 1000 that are used to prepare students for college-level work.

**Part 3. Defined Grading Methods.** The previously defined grading methods shall consist of the following grades available for use among faculty. At the discretion of Central Lakes College, additional grades may be assigned in these grading methods that are not present if there is sufficient reason to do so.

**Normal (01):** A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, FN, FW

**Pass/Fail (02):** I, IP, S, U, FN, FW

**Audit (03):** AU

**Pass/No Credit (04):** A+, A, A-, B+, B, B-, C+, C, I, P, NC, FN, FW

#### Part 4. Special Grade Definitions:

**I grades:** The "I" grade is an agreement between the faculty member and a student. Students who are performing satisfactory work in a course but are unable to complete all requirements may receive an incomplete (I) grade. An incomplete grade is given for significant personal circumstances, such as serious illness, a family emergency, or a call to active military duty. Documentation may be required. Incomplete grades are assigned at the course instructor's discretion only after the course's midpoint, as indicated by the grading submission deadline for the semester. The student and the instructor must complete an "Application for an Incomplete Grade" for an "I" grade to be assigned. A completed copy of this contract will be kept on file by the Records and Registration Department and the instructor. Students must complete all course

requirements by the end of the following semester, unless they are called to active military duty as defined by the Minnesota State system procedure. Unfinished spring semester coursework must be completed by the end of the following fall semester. Incomplete grades that go unchanged by the end of the following semester will automatically be changed to “F” for failure or “NC” for developmental courses. Students should be aware that college instructors are not obligated to give a grade of “I,” nor are they obligated to allow a full semester to complete required work, except for military active duty.

If the instructor determines that the student needs more than one semester to complete the work, a letter of support from a campus dean must be attached to the application. If the required work is not completed within the allotted time, the instructor may change the grade from an “I” to an “F” on the day following the instructor’s deadline. When the student has completed the necessary work to earn a grade, the instructor may submit a grade change form to the Records and Registration Department.

**AU grades:** The “AU” grade indicates that the student audited the class. At the time of registration, students must indicate their choice to audit a class. The audit permits attendance and participation in course activities. No credit is awarded for an audited course, and financial aid does not cover its cost. However, tuition and fees remain the same. Regular attendance without registration is not permitted.

**S and U Grades:** “S” and “U” grades will be used for internships, internship-like experiences, and developmental reading courses. “S” (Satisfactory) grades indicate the student met the standards for and completed the internship or internship-like experience. “S” grades do not affect grade point average calculations. “U” (Unsatisfactory) grades indicate that the student did not meet the standards for and/or complete the internship or internship-like experience. Unlike the “F” grade, “U” grades do not affect grade point average calculations but do affect completion percentage. “U” grades indicate the student did not complete the internship or internship-like experience.

**IP Grades:** “IP” (In Progress) grades will be used for internships and internship-like experiences. “IP” grades indicate that the student could not complete the internship or internship-like experience before the end of the semester or that the required time or time frame for an internship or internship-like experience extended beyond the normal end date of the semester. “IP” grades that have not been changed by the instructor to “S” within one calendar year shall be converted to “U” grades.

**P and F Grades:** “P” (Pass) and “F” (Failure) grades may also be used for internship and internship-like experiences. A “P” grade signifies the student completed work in the course with a “C” or better grade. A “P” grade counts as a completed course credit but does not affect GPA. An “F” grade signifies that the student did not demonstrate successful mastery of the course content and should not receive college credit. The “F” grade does not count towards a completed credit and is worth zero (0) GPA points.

**FN Grades:** “FN” (Never Attended) denotes that a student never attended a course but never officially dropped the course from their schedule. This grade is assigned as a result of the faculty’s last date of attendance (LDA) reporting. An “FN” grade cannot be changed to a “W.” “FN” grades are not included in the grade point average (GPA) calculation and do not count as completed credits.

**FW Grades:** “FW” (Stopped attending/Unofficial Withdrawal) denotes that a student began attending the course, never completed it, and never officially withdrew from the course. This grade is assigned as a result of the faculty’s last date of attendance (LDA) reporting. An “FW” grade cannot be changed to a “W.” “FW” grades are not included in the grade point average (GPA) calculation and do not count as completed credits.

**W Grades:** “W” (Withdrawal) denotes a student-generated withdrawal from a course during the withdrawal period through the withdrawal function in E-Services. The withdrawal period begins after the first five days of the semester and lasts until the 80th percentile point of the semester for full-semester courses. Students graded with an “FN” or “FW” cannot enter a Withdrawal. For courses not on a standard academic semester schedule, the final date for official course withdrawal is the date on which eighty percent (80%) of the

instructional days for the course have elapsed. Refer to [Minnesota State Procedure 3.34.1](#) for additional information. “W” grades are not included in the grade point average (GPA) calculation and do not count as completed credits.

**Part 6. Grade Appeal Deadline:** CLC will only consider requests for grade changes within one (1) semester of the end date of the semester (excluding summer session) in which the student is requesting a grade change. The decision to change grades will be the course instructor’s responsibility unless the course instructor is no longer employed by CLC. The grade cannot be changed if the course instructor is no longer employed at CLC.

*Date of implementation/Presidential Approval: 5/8/2019*

*Date of last review (added A+ grade): 5/1/2026*