

STUDENT GRADES
FULL-TIME PROGRAMS

It is the policy of the technology center board to issue a grade to each student enrolled according to the grading options for full-time and short-term students outlined below.

Certain terms used in this policy shall have the following meanings:

Audit Grade Option - A grading option available to any short-term student who is enrolled in a course for “self-improvement.” The student does not intend to work toward a certificate nor present course records to an employer. The audit option does not ordinarily allow the student to take part in examinations or be graded unless requested by the student.

Course - A portion of a total program for which a grade is issued and entered on a transcript. Full-Time

Student - A secondary or post-secondary student enrolled in a full-time program.

Grading Option - Grading options are available for short-term students.

Grading Period - A predetermined length of time for which instructors issue grades that reflect student performance in a course/ program.

Part-Time/Short-Term Student - A student enrolled in any short-term course.

Pass/Fail Grade - A minimum passing grade is predetermined for a course. A student earning the required minimum grade is issued a pass (P) grade. A student who does not earn the minimum required grade is issued a fail (F) grade. Minimum passing scores for courses may vary according to outside agency or employer requirements.

Satisfactory Academic Progress - A student is considered to be making satisfactory academic progress if the student maintains a grade of “C”, makes consistent progress in all areas of the program, and the student’s attendance is within limits prescribed in the attendance policy. Minimum passing scores for courses may vary according to outside agency or employer requirements. Some programs may have special grading requirements different from “C” to satisfy state and national accreditation guidelines.

Truant - A student is considered to be truant if he/she intentionally fails to comply with the Oklahoma School Attendance Law.

Unsatisfactory Academic Progress - A student is considered to be making unsatisfactory academic progress if the student’s grades fall below a “C”, consistent progress is not being made in all areas of the program, or absences exceed the limits prescribed in the attendance policy. Unsatisfactory academic progress may be defined differently in programs or courses for which special grading scales exist to meet state or national certifications or other special requirements. Requirements are defined in the applicable student handbook.

Full-Time Programs

Grades

1. **Student Responsibility** - In order to receive a grade, it is the student's responsibility to complete course requirements, return all school-owned books and equipment or pay for the same, and pay all tuition, fees, and any other indebtedness. Student indebtedness may result in a "hold" being placed on report cards, transcripts, and/or other student records until the debt is paid in full.
2. **Letter Grades, Grading Scales, and Percentages** - The following criteria will be used for the assignment of letter grades, grading scales, and percentage grades for students participating in full-time courses:

A	4.0 – 3.5	100 – 90 %
B	3.4 – 2.5	89 – 80
C	2.4 – 1.5	79 – 70
D	1.4 – 0.7	69 – 60
F	0.6 – 0.0	59 – 00
P/F	Pass/Fail	
I	Incomplete	
W	Withdraw	

Special grading scales may be used to meet state and national certification, apprenticeship programs, and other special requirements.

3. **Incomplete Grades** - When a grade of I is issued, the student has ten (10) school days from the end of the grading period to correct the I grade or the I shall be recorded as an F.
4. **Recording Grades** - Grades earned are recorded by the instructor in an official grade book or electronic grading system. A copy will be archived on the campus at the end of the school year.

Calculating Student Grades

Course Grades - Grading patterns are calculated and established by the instructor(s) and may include but are not limited to: practice of technical skills grades; written work grades; test grades; project grades; WBE grades. Instructors will give the students a copy of the grading pattern at the beginning of each course. There is no intent in this policy to minimize the value of instructional emphasis on students' attitude, attendance or development of a positive work ethic.

Attendance Impact on Grades

Arrangements to Complete Work Missed - It is the responsibility of the student to contact the instructor and make arrangements to complete work missed. No penalty on course work will be assessed if work is made up in the required time frame. The normal time frame is considered to be one (1) day for each day missed. In situations which require more time due to the nature of the program, the instructor is to set the date when make-up work is due.

Student Progress

1. Secondary Student Progress Reports - At the end of the 5th week of each grading period, Secondary Student Progress Reports will be issued to any full-time student, or student with an identified IEP, not making satisfactory academic progress. Student Progress Reports may be issued for satisfactory or excellent academic progress. Student Progress Reports may be issued at other times if deemed necessary by the instructor.
2. Academic Probation - A student having unsatisfactory academic progress will be notified by an administrator or his/her designee and placed on probation. All students placed on probation may have up to five (5) weeks to achieve satisfactory academic progress. Failure to achieve satisfactory academic progress may result in removal from the program.
3. Failing Grades - A secondary student failing a semester may be dropped from the course(s) and/or returned to his/her sending school. A post-secondary student who receives financial aid and fails to maintain satisfactory academic progress may be disqualified for further financial aid. A post-secondary student who fails to maintain satisfactory academic progress may be dropped from the program. In programs where requirements by an outside agency exist, criteria for failure of the course(s) are defined in the applicable student handbook. If a student fails a course within a program, guidelines for any permitted repeat of that course are defined in the applicable student handbook. Student removal from a course or program shall be based on recommendation by the instructor and approved by campus administration.
4. Reporting Grades - Full-time instructors will enter into the permanent records semester grades as well as course grades for each secondary student by the last day of the semester of the sending school. The campus registrar will maintain the permanent student records and issue official transcripts. Secondary student grades will be sent by the campus registrar to each secondary student's high school. Semester grades are recorded on the student's transcript and become a part of his/her permanent high school record. Report cards may be issued at the conclusion of each grading period.

Grades for Students in Short-Term Courses

Grading Options

During the first class session, the instructor will explain the grading options available in the course. The student must choose a grading option at the beginning of the course before any testing/grading, and there can be no changes once the course is underway. The options are:

A	4.0 – 3.5	100 – 90 %
B	3.4 – 2.5	89 – 80
C	2.4 – 1.5	79 – 70
D	1.4 – 0.7	69 – 60
F	0.6 – 0.0	59 – 00
P/F	Pass/Fail	
AU	Audit	

The grade of "I" (Incomplete) will NOT be used at the completion of a course.

Reporting Grades

Grades are recorded by the instructor and reported at the end of the course to the campus short-term supervisor (or assistant director). The supervisor (or assistant director) will direct the entry of grades into the technology center system. At the end of the course, the student services office will print grade reports and mail the grades to the students.