

## 3357:13:14-261 Course Grading Procedures

### Final Grade Reporting

- (A) The director of Student Records will notify faculty to submit final grades.
- (B) Faculty will calculate the current grade earned by each student in the class and submit that grade into the student information system.
- (C) The Student Records department will notify students electronically that grades have been posted.
  - (1) 'A': Work is clearly superior to peers, demonstrates a thorough understanding of the material through applications, testing, or discussions. Shows leadership in class discussions and initiative in assignments. Asks questions in class, seeks help from the instructor to gain understanding. Rarely misses class.
  - (2) 'B': Work is always above average and occasionally better, understands the material in general but demonstrates some lapses, and may makes errors. Contributes to class discussions on an irregular basis, and to class projects when asked. Class attendance is less than 90%.
  - (3) 'C': Does mostly average work compared to peers, demonstrates some difficulty in understanding the material, work is occasionally careless, makes more than average mistakes. Only contributes to class discussions when asked directly, contributes to class projects only when prodded. Class attendance is less than 70%.
  - (4) 'D': Consistently does below average work, makes numerous careless errors, work is late or incomplete, grammar and spelling knowledge seems nonexistent. Resists being asked questions in class, other students have to pick up the slack in class projects. Class attendance is less than 50% and is inattentive when in class.
  - (5) 'F': Work does not meet the required minimum learning objectives of the course.

Effective: May 1, 2015

Expires: September 1, 2026

Reviewed Dates: 7/16/96, 5/1/15, 9/5/19, 9/8/21