

# Grade Policies

## Grading

The result of the student's work in each course is reported using the following scholarship grades:

Grade	Units Awarded	Grade Point Value	Description
A	Y	4.0	Superior
A-	Y	3.7	
B+	Y	3.3	
B	Y	3.0	Above Average
B-	Y	2.7	
C+	Y	2.3	
C	Y	2.0	Average
C-	Y	1.7	
D+	Y	1.3	
D	Y	1.0	Below Average
D-	Y	0.7	
F	N	0	Failure
CR	Y	0	Credit*
NC	N	0	No Credit*
I	N	0	Incomplete
W	N	0	Withdrawn
WP	N	0	Withdrawn Passing
WF	N	0	Withdrawn Failing
UW	N	0	Unofficial Withdrawal (Withdrawn by Instructor Due to Lack of Participation)
AU	N	0	Audit
RD	N	0	Report Delayed

Although units may be awarded on your transcript for D grades earned at Bethany (D+, D, D-), transferability of these units to another college or university is rare. Also, a C grade or better is required in order for credit in English Composition and Grammar to be posted to your degree plan.

Grades in the shaded rows above are not used to calculate your grade point average. Courses taken for credit but not completed adversely affect rate of progress.

\* The option of CR/NC for courses varies according to academic programs and courses. Inquiries regarding CR/NC grades for each course should be directed to the course instructor early in the semester. A grade of "CR" may be assigned for a C grade or better.

### **Incomplete Grade**

An incomplete grade will only be granted in extenuating circumstances. To petition your instructor and the Academic Affairs Committee for an incomplete grade, students must have satisfactorily completed at least one-third of the course requirements. Students permitted an Incomplete grade will be given an extension of no longer than one semester (Fall or Spring) beyond the close of the semester in which the course was taken to complete the course work. For Spring semester students in the TEP and EDP programs, the subsequent semester is the summer (not Fall) term. If the work is completed within the one semester, the instructor of the course will change the "I" (Incomplete) to the earned grade. If the work is not completed within the allotted time and/or no grade is submitted by the instructor, the "I" will become an "F" (failing grade) or "NC" (no credit), as designated by the instructor.

### **Dean's List**

At the close of each semester, an academic honor roll known as the Dean's List is compiled. This list includes all students in the past semester who have maintained a grade point average of 3.25 or above in at least 12 units for which they received letter grades.

### **Deficiency Notices**

Students receiving grades which are likely to lead to a course grade below "C" will be given a deficiency notice prior to mid-semester.

## **Changing of Grades**

All grade changes must be submitted by instructors to the Office of the Registrar by the end of the first semester immediately following the semester in which the course was taken. Grade changes requested after the allotted time will not be accepted.

## **Repeat Courses**

Students may repeat a course. If taken at Bethany, the new grade will replace the prior grade in the computation of the grade point average. In the case of transfer courses repeated with a higher grade the transfer grade would not be computed in the GPA, but any GPA penalty would be removed from the Bethany course. Veteran students may not be certified to receive VA benefits for repeated courses in which grades "D" or above have been earned.

## **Double Counting Courses**

No more than 9.0 units may be double counted toward one's major, minor or general education. No course may be triple counted.

## **Satisfactory Academic Progress**

All students are required to demonstrate Satisfactory Academic Progress toward their degree in order to remain eligible to continue as regularly admitted degree-seeking students, and/or remain eligible for financial assistance. (Please see the Financial Aid section of the catalog regarding the impact of academic progress on financial aid.)

Satisfactory academic progress is determined by review of both qualitative and quantitative factors. As an undergraduate student progresses in class standing, minimal cumulative requirements move closer to the final graduation requirements of a 2.0 grade point average and two-thirds rate of progress.

Qualitatively, both the term and cumulative GPA measure students' progress.

Quantitatively, progress is evaluated by comparing units completed to units registered on both a term and cumulative basis, with the expectation that at least two-thirds or more of registered classes will be successfully completed each term, and total registered units will not exceed 186 in a 124 unit program (completing degree within two-thirds of registered units).

### **Rate of Progress Toward Completion Requirements**

A student must complete two-thirds or more of the units registered to be considered to be making satisfactory academic progress. Registered units are defined as those credits for which a student is enrolled at the end of the add/drop period of an academic term.

Quantitatively, completion of units requires letter grades of A through D-, or CR. Grades of F and NC are counted negatively in calculation of rate of progress, and an F grade also has an adverse impact on both the term and cumulative GPA. Courses receiving NC or F grades will have to be repeated or a substitute course taken.

Incomplete ("I") grades must be completed and grades assigned to count toward satisfactory academic progress. For students with multiple Incomplete grades, registration for the subsequent term may be placed on hold to further evaluate academic standing and readiness to proceed. Grades of W (Withdrawal), WP (Withdrawal Passing), WF (Withdrawal Failing), or UW (Unofficial Withdrawal) will also adversely impact rate of progress and do not count as completed units.

## **Academic Progress Review**

All undergraduate and graduate students will have academic progress monitored at the end of each semester at Bethany. Both GPA and the rate of progress are reviewed to determine whether the student is meeting requirements. Students not meeting the academic progress requirements will receive a lack of progress notification. Students are also responsible for monitoring their own Satisfactory Academic Progress.

Students in the TEP/MA programs should refer to the Graduate and Post Baccalaureate Programs section of the catalog for discussion of satisfactory academic progress standards. In particular, GPA expectations are higher in these programs, requiring a 3.0 or higher to avoid probation.

Undergraduate students with a term/cumulative GPA under 2.0 or a term/cumulative rate of progress under two-thirds will be assigned to a secondary advisor to help plan for future academic success.

The following table outlines minimal undergraduate standards for the academic standing categories. Please note that higher cumulative standards must be achieved as students progress in their class standing.

Undergraduate Class Standing	Earned Units	Good Standing		Probation		Disqualification	
		Term & Cum GPA @ Bethany	Term & Cum rate of progress	Cum GPA @ Bethany	Cum rate of progress	Cum GPA @ Bethany	Cum rate of progress
<b>Frosh and first-semester transfers</b>	First semester transfers or under 26 units	2.0 or higher	66.67% or higher	1.2-1.999	40%-66.66%	<1.2	<40%
<b>Sophomores</b>	26-55.99	2.0 or higher	66.67% or higher	1.5-1.999	50%-66.66%	<1.5	<50%
<b>Juniors</b>	56-89.99	2.0 or higher	66.67% or higher	1.8-1.999	60%-66.66%	<1.8	<60%
<b>Seniors</b>	90+	2.0 or higher	66.67% or higher	1.9-1.999	63.33%-66.66%	<1.9	<63.33%

New undergraduate students entering in good standing will be placed on academic probation after their first semester if their GPA is below 2.0 or their rate of progress is under two-thirds. New undergraduate students achieving a GPA of 1.2 or a completion rate of less than 40 percent will be disqualified directly without a probationary semester.

Continuing and re-entering students must fulfill requirements outlined in the above chart according to class standing. Also, even if the cumulative requirements are met, term deficiencies will lead to a semester of warning, then probation (two consecutive deficient terms), and finally disqualification (three consecutive deficient terms).

### Academic Warning

Some new students enter on Academic Warning status, signaling the need for additional academic assistance during their initial term.

Continuing students meeting cumulative standards but failing term standards (**2.0 term and two-thirds term completion rate**) will be allowed one semester on Academic Warning before moving to Probation or back to Good Standing.

For all students on Academic Warning, a reduction of unit load may be recommended, along with participation in a Study Skills class and the Student Individualized Learning Center (SILC) for students in the traditional program.

### Academic Probation, Continuing Probation and Disqualification

To avoid disqualification for the subsequent term, students on Academic Probation must achieve:

- o Both term standards of 2.0 GPA and two-thirds rate of completion, and
- o The cumulative standards outlined in the table above based on class standing

If positive term progress is being made both qualitatively (GPA of 2.0 or higher) and quantitatively (rate of progress of two-thirds or better) but with cumulative rates falling below Good Standing and above Disqualification, Continuing Probation may be automatically awarded for the subsequent term.

Traditional students on academic probation must participate in the Student Individualized Learning Center (SILC), enroll in the one-unit Study Skills course, and limit enrollment to a maximum of thirteen units. For students on academic probation in other programs, unit loads will also be restricted.

### Appeals Process

Appeals regarding academic warning and probation status must be made in writing to the Registrar. These appeals are under the review of the Academic Affairs Appeals Committee. Disqualified students should also direct their written appeals to the Registrar for review by the Admissions Committee.

Following academic disqualification, the Admissions Committee determines whether or not to reinstate students in response to their written appeals. To demonstrate both academic ability and discipline, it is often recommended that a student complete at least twelve semester units in academic subjects at a regionally accredited college in conjunction with the written appeal.

## **Grade Appeal Procedure**

1. All questions and complaints should be discussed with the classroom instructor before the matter is appealed. A student who has questions about grades, grading systems, and assignments should be certain that he/she has complied with all of the requirements of the syllabus and announcements made by the teacher in class. Any disputes must be discussed with the instructor within fourteen calendar days after the issuance of the disputed grade or assignment.
2. If a student continues to feel that a grade or assignment is unreasonable after conferring with the classroom instructor, he/she may appeal to the Vice President for Academics. This appeal must be made in writing within 14 calendar days following the conference with the instructor. If a question exists about the assignments, procedure used in formulating grades, or related matters, the Vice President for Academics may refer the matter to an ad hoc appeals committee.
3. The Academic Appeals Committee shall consist of five members, including two students (normally including the student member of the Academic Affairs Committee) and two faculty members, at least one of whom represents a school other than that of the instructor involved in the appeal. The committee shall be chaired by a member of Academic Affairs.
4. The task of the Academic Appeals Committee shall be to ensure that grades and assignments are not whimsical and unreasonable by investigation of classroom procedures. The committee may make recommendations to the instructor regarding the specific complaint and initiate policy changes through the Academic Affairs Committee. The decision of the Academic Appeals Committee shall be the student's final recourse in the established appeals procedure.

## **Graduation Information**

### **General Graduation Requirements**

1. Eligibility for graduation calls for a passing grade in all required subjects and a cumulative grade point average of at least 2.00 on work completed at Bethany.
2. Of the 124 unit minimum requirement for the bachelor's degree and 60 unit minimum requirement for the associates degree, at least 30 units must be taken at Bethany to meet the residency requirement. Not more than three of the final 15 units taken in completion of graduation requirements may be completed elsewhere.
3. At least 15 units of prescribed course work in the major must be taken at Bethany.
4. To qualify for graduation, students must complete ENGL 1113 English Composition and Grammar, or ENGL 1103 Written and Oral Communication, with a grade of "C" or above, and must pass the English Competency Exam, administered each semester. Alternatives for establishing English Competency must be approved by the English faculty.
5. Completion of the Library Module, or otherwise demonstrating library competency, is required for graduation. This requirement should be completed in the student's first semester of enrollment at Bethany.
6. The record of the graduate must include satisfactory chapel attendance.
7. Candidates for degrees to be awarded in the spring graduation are required to file an application with the Office of the Registrar during fall registration. In the case of those who are not enrolled in the fall semester, this filing should be completed along with the spring semester registration.
8. Participation in graduation activities is contingent upon completion of all graduation requirements. In exceptional cases where minimal requirements have not been completed, an appeal must be made before Spring Break to the Vice President for Academics. Students must submit adequate documentation to validate their appeal.

## **Undergraduate Academic Honors**

Exceptional scholarship is recognized upon graduation according to the following scale:

Summa Cum Laude: 3.80 to 4.00      Magna Cum Laude: 3.65 to 3.79      Cum Laude: 3.50 to 3.64

Honors will be reserved for those who meet the above designations and who have earned the same while enrolled at Bethany for at least 36 graded units for EDP & BCLV students and 45 graded units for traditional students. Students who have a combination of traditional and EDP or BCLV units would need at least 36 graded units in the later program to qualify for honors. EDP portfolio units do not apply for honors.

## **Exiting from the College**

When students either graduate or leave Bethany for one semester or more, they must fill out an Exit/Withdrawal Form which may be obtained from the Office of the Registrar. This form is to be completed during the final two weeks of the exiting semester. If this form is not filled out in person, students forfeit their Contingency Fee. If withdrawing from all classes during a semester, the Exit/Withdrawal Form must be completed within ten business days after the student's last day of class. Failure to do so will result in a loss of Room Damage Deposit and Contingency Fee.

## **Guaranteed Education**

Should any employer ever state in writing that a graduate of Bethany college is not able to fulfill the stated objectives of any course which the graduate passed in his/her program at Bethany, then the graduate may retake that course, or an equivalent course, from Bethany tuition-free.

## **Family Educational Rights and Privacy Act (FERPA)**

This federal law enacted in 1974 gives students the right to access their own records and the right to privacy. For a full description of Bethany College's policy related to FERPA, please review the policy outlined in the Documents and Policies section in the back of this catalog.