

Policy Title Grading Policy	Effective Date 06/15/89	Policy Number IN-021
Responsible College Division/Department Instruction	Responsible College Manager Title Vice President of Instruction	
Policy Statement <p>Whether a student is enrolled in a diploma, degree, certificate, or single course, the means of communicating the level of competence in each course is through the grading system.</p> <p>All instructors will present to their students the course syllabus which includes a grading scale and grading rationale. This will be done before or during the first class session. Instructors will also provide a copy of the syllabus to the dean according to division guidelines.</p> <p>In fairness to all students, the grading scale and rationale will be applied consistently to each student enrolled in the course.</p> <p>It is the responsibility of each instructor to record and retain accurate records of students’ grades for a minimum of six months following completion of the course.</p>		
Reason for Policy <p>To consistently apply grading practices and provide meaningful feedback to students on their academic performance.</p>		
Cross References and Legal Review <p>Created/Adopted: 6/15/89 Reviewed: 4/22/2025 Cross Reference: Grading Procedure Legal Counsel Review and Approval: 6/13/2007 Board Policy: III.A. General Executive Constraint, III.B. People Treatment</p>		
Definitions <p>Note: The grading system applies to courses in associate degree, technical diploma, advanced technical certificate, technical certificate, and Adult Basic Education programs, and for continuing education (aid codes 10, 20, 30, 31, 32, 50, 7X). No weighted grades are awarded in adult courses and continuing education courses (aid code 42, 43, 44, 45, 46, 47, 60).</p>		