

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Student Services

POLICY/PROCEDURE: Grading and Examinations

DATE: March 1, 1993

REVISION(s): 12/19/94

NUMBER: 5.75

Although Ouachita Technical College does not require fixed grade percentages in individual classes, equitable grading requires certain rough proportions that should, in normal cases, approximate the normal grade curves.

Grades are reported to the Office of Student Services twice during the term -- at midterm for counseling purposes and the final grade at the end of the term. Midterm and final grade reports are sent to the student, counselor, advisor, and Provost. A grade of "I" may be recorded for a student who has not completed all the requirements of a course because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. A grade of "I" will not be computed in the grade point average for the semester recorded. Nonetheless, the "I" will be changed automatically to a grade of "F" for grade and grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of that semester.

No grade other than "I" may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by submitting a written request and explanation of the error to the Provost.

Grade points are awarded on the following basis: A - 4 points, B - 3 points, C - 2 points, D - 1 point, and F - 0 points. No other grade designations carry quality points.

AUTHENTICATION (Signature):

COPP

President

12/19/94
(Date)

5.75