

Carlette Browder

From: Dr. John A. Turner
Sent: Monday, October 30, 2017 9:43 AM
To: Adam Abercrombie; Carlette Browder
Cc: Donna Collie
Subject: FW: Policies
Attachments: ES_104 Grading_Quality Point System.doc; ES_106 Transfer Credit_V27Sep17.doc; ES_110 LDCC Suspension Probation Policy effective Spring 18.docx; ES_102 Withdrawal_Resignation_Adjustments Draft V21 Sep 17_R21Sep17.doc; ES_103 Academic Renewal Policy_V21Sep17.doc; ES_103 Academic Renewal Form_V21Sep17.doc.docx; ES_104 Incomplete Grade Contract Form_V21Sep17.pdf; ES_104 Incomplete Grades Procedure_V21Sep17.doc; ES_106 Transfer Credit Procedure_V27Sep17.doc; ES_103 Academic Renewal Procedure_V21Sep17.doc

Everything looks good to me. You can proceed with necessary adoptions.

JT

From: Donna Collie
Sent: Monday, October 30, 2017 9:42 AM
To: Dr. John A. Turner <jturner@ladelta.edu>
Subject: FW: Policies


From: Adam Abercrombie
Sent: Thursday, October 26, 2017 2:54 PM
To: Donna Collie <donnacollie@LaDelta.edu>
Cc: Carlette Browder <cbrowder@LaDelta.edu>; Gwenn Hall <ghall@LaDelta.edu>; Kathy Gardner <kathygardner@LaDelta.edu>
Subject: Policies

Donna,

Can you make sure that John gets and approves/disapproves the attached policies, procedures, and forms.

Adam Abercrombie
Executive Director of Institutional Research & Enrollment Management-Registrar
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Monroe, La 71203
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POLICY MANUAL

			Policy ES_104
			Page 1 of 1
			Last Revision Date: 09/21/17
			Effective Date: 09/17
Section		Subject	Title Grading and Quality Point System/Incomplete Grades

Grading and Quality Point System

A	Excellent = 4.0
B	Good = 3.0
C	Average = 2.0
D	Below Average = 1.0
F	Failure = 0.0
P	Passing (No advantage to grade point average)
N	No Credit for developmental courses (No penalty to grade point average)
NC	No Credit for no credit courses (No penalty to grade point average)
CR	Credit by exam/Pass or credit in a course graded as CR/NC (No advantage to grade point average)
I	Incomplete (Computes as an "F" until resolved)
IP	In progress (No penalty to grade point average)
W	Withdraw (Shows as attempted hours but does not impact GPA)
(letter grade)+Z	Grade use as the result of Academic Renewal (attempted hours only)
AU- Audit	Auditing a course (does not calculate at all)
R+(letter grade)	Course has been repeated, the last grade earned is used to compute GPA

Grades for GPA will be rounded to three decimal points (ex. 3.126)

Incomplete Grades

A student enrolled in a course in which he /she is in good academic standing ("C" or higher) and is making satisfactory progress, but because of circumstances beyond the student's control cannot complete the course, may request an "I" grade.

The student must have been attending classes on a regular basis. The student must initiate the request and both the instructor and student must sign the Incomplete Grade Contract Form (ES_104 Incomplete Grade Contract Form). These forms are available from the instructor or online in student resources. The contract will contain the reason for requesting the "I" grade, an outline of the work that is to be completed and the deadline by which the work is to be completed. Unless otherwise stated, work must be completed and the "I" grade converted to a letter grade no later than the last day to withdraw from a class with the grade of "W" (as stated

on the Academic Calendar) during the semester following the semester the "I" grade was earned. If the "I" grade is not removed, it automatically becomes an "F". Exceptions to this deadline must be approved by the appropriate Campus Director/Division Chair.

Please refer to ES_104 Incomplete Grade Procedures and ES_Incomplete Grade Contract Form for more information on how to implement.