



Grading Policy

FACULTY - STUDENT PROCEDURES AND POLICIES

A. GRADES

1. Grades are to be recorded in all subjects at the end of each semester and at the mid-semester date according to a numerical scale, with 100 as the highest possible grade. Each member of the faculty is free to use whatever method he or she chooses to arrive at his or her grades, with the understanding that the same method is used for each person in the course. The passing grade at Webb Institute is 70. Mid-semester grades are progress grades and do not appear on official transcripts.

See *A Guide to the Senior Thesis: Senior Year* for detailed information on the assignment of thesis grades.

Students with no course grades below 70 will receive their mid-semester and end-of-semester grades directly via the Student Information System (SIS).

Table 1 describes the grading system and the translations of the 100-point system to a letter-grade system and the 4.0-grade system used on Webb's official transcripts.

Table 1. Grading System

Grade	Letter	Points	Definition
97-100	A+	4.0	Outstanding
93-96	A	4.0	Excellent
90-92	A-	3.7	
87-89	B+	3.3	Very Good
83-86	B	3.0	Good
80-82	B-	2.7	
77-79	C+	2.3	Satisfactory
73-76	C	2.0	Adequate
70-72	C-	1.7	

2. If a student has one or more failing grades at mid-semester, he or she will be directed to meet with the Dean. If a student has one or more failing grades at the end-of-semester, he or she will be directed to report to either the President's or the Dean's office.

Students whose failing grades have resulted in disenrollment will meet with the President.

Students whose failing grades have not resulted in disenrollment will meet with the Dean to discuss their grades and to be advised of the consequences of their failing grades. In the meeting with the Dean, the student will be directed to meet with the instructor(s) of the course(s) or thesis adviser in which the failing grade(s) occurred to receive directions for remedial work or suggestions for improvement. Students will not approach any faculty member prior to meeting with the Dean for such purposes. Freshmen and sophomores with failing grades at mid-semester will also be directed to meet with their faculty advisers.

Each student will be offered the opportunity to explore the reasons for his or her failure with the faculty member involved, together with the Dean. If such opportunity is desired, the Dean will advise the student of the procedure. No faculty member should attempt to conduct such discussions with a student prior to the student's meeting with the Dean.

B. EXAMINATIONS

1. All students in the class will take each examination and quiz at the same time and place, unless specifically permitted by the professor to do otherwise.
2. Exams and quizzes should be graded and returned within one week.
3. Final Exams:
 - a. Each professor is expected to be on the college premises during final exams for his or her courses.
 - b. Final exams are usually of two hours duration each, but for courses of less than three semester hours, they may be reduced at the discretion of the professor. ADA certified students will have the additional time as per the Test Accommodation Authorization Form.
 - c. Students may be exempted from final exams if certain performance criteria are met. Such criteria are at the course instructor's discretion and are to be stated in the course policies.

C. METHOD OF HANDLING FAILURES FOR ALL STUDENTS EXCEPT THOSE IN THE LAST SEMESTER OF THEIR SENIOR YEAR

The following plan is a general guide for considering student failures.

1. In the event of a student failure, the faculty will deliberate the case and may recommend disenrollment to the President. The following general criteria apply:
 - a. A grade of 70 will be considered passing. All grades will be entered in the SIS by the course instructor. Averages will be computed on a weighted semester-hour basis.
 - b. Three or more failures occurring in one semester will result in a disenrollment vote by the faculty.
 - c. Three or more failures accumulated over the course of a student's history at Webb; two failures in one semester; a failing grade lower than 60; or, other than the first semester of the freshman year, one failure, and a semester grade average of less than 75 will result in consideration for disenrollment. Normally, the student will be disenrolled unless the failure(s) in the current semester are believed by the responsible instructor(s) to be redeemable with limited remedial action, and the faculty finds sound additional ground for further consideration, for example:
 - 1) The student has a previous record of good academic performance and the failures can be considered aberrant.

- 2) The student has a record of fair but not poor performance, and there are good reasons to believe that his or her performance will improve in the future. Such reasons might be the resolution of a specific problem, or a reputation of enthusiastic participation in affairs related to the profession.

A record of reasons for retention will be retained by the Dean and will be made available for faculty reference at all subsequent end-of-semester faculty meetings.

If a student is judged worthy of further consideration, then he or she must complete the following remedial action:

- (A) A re-examination in each subject, or
 - (B) Additional work, or
 - (C) A combination of (A) and (B)
- d. Remedial action must be completed by the Thursday before the start of the first week in the succeeding semester, unless otherwise stipulated.
 - e. A two-thirds vote of faculty members present and voting is required to recommend disenrollment.
 - f. Disenrollment for unsatisfactory academic performance shall not be limited to the end of the semester.
 - g. The President disenrolls the student.

2. Faculty Report of Remedial Action

After the time period for remedial action has expired, the professor concerned will report the results in writing, to the Dean.

- a. If the student has completed the required remedial action satisfactorily, he or she will be permitted to continue with his or her class, pursuant to a faculty vote.
- b. In the event that the remedial action is not satisfactorily completed, the faculty will vote on recommending disenrollment of the student.

3. Guidelines for Remedial Action

It will be the responsibility of the instructor of the failed course or the advisor of the failed thesis to recommend the form of the remedial action. Remedial action is to be presented to the student by the instructor or adviser in person and in writing before the student leaves for the intersessional period. In the case of additional work, the instructor may stipulate that the work is assigned only to improve the student's skills and may be left ungraded or examined only to see that it is complete. On the other hand, additional work may be assigned with the intention that the student will thereby demonstrate his or her capabilities. In this case the instructor must stipulate if the work will be assigned a numerical grade or will be graded on a pass-fail basis. Assigned additional work must be completed satisfactorily before the student is permitted to sit for a reexamination.

The purpose of the remedial action shall be to prove beyond a reasonable doubt that the student has adequately mastered the course content. In view of this, the passing grade for re-examinations is 75, and the passing grade for graded additional work is 80 or its equivalent. If graded remedial work is allowed, a cumulative grade of at least 80 on the remedial work must be achieved to be eligible to take the remedial exam.

When both a re-examination and graded additional work are assigned, the student must pass both in order to proceed.

In order to avoid misunderstanding, the instructor or adviser shall provide the student with written instructions for additional work, setting forth the due dates for the work and advising the student whether the work will be ungraded, checked for completeness, given a numerical grade, or graded on a pass-fail basis. The student is to sign a copy of the written instruction and give it to the instructor or adviser. A copy of the signed instructions will be filed with the Dean.

In addition, the Dean shall advise the student, in writing, of the following:

- a. That a failure to comply with the instructor's instructions will constitute sufficient grounds for an automatic failing grade on the additional work;
- b. Whether or not the student will be required to take a re-examination;
- c. That the passing grade for additional work is 80, or its equivalent, and that the passing grade for re-examinations is 75;
- d. That re-examinations and graded additional work must both achieve or surpass these grades in order for the student to proceed.

D. METHOD OF HANDLING FAILURES FOR SENIORS IN THE SECOND SEMESTER

1. Failure in any course as defined in Section C, will result in failure to graduate with his or her class. If a student is judged worthy of further consideration, then he or she must complete the following remedial action:
 - a. An examination, and/or
 - b. Additional work and/or
 - c. The passing of an approved course at another college and/or
 - d. Any combination of the above

These requirements must be completed within one year after the failure occurs. A degree will be awarded after the faculty has determined that all conditions have been met satisfactorily.

2. A senior who has not delivered an acceptable thesis within published deadlines will not graduate with his/her class. Instructions regarding the remediation of theses can be found in *A Guide to the Senior Thesis: Senior Year*.
3. A two-thirds vote of faculty members present and voting is required to recommend disenrollment to the President.

E. ACADEMIC PROBATION

1. A student placed on academic probation at mid-semester is officially notified by a letter from the Dean that he or she is in serious jeopardy of failing one or more courses and that his or her continuation as a Webb student at the end of the semester may be uncertain. Moreover, a student placed on academic probation must meet personally with the Dean to receive his or her mid-semester grades and to discuss the circumstances leading to the failing grade(s). Sources of help available from faculty members and the Student Affairs Department are identified to help the student recover from his or her academic deficiencies. The student will be directed to consult immediately and in person with the instructor(s) of the course(s) in which the unsatisfactory grade(s) was (were) earned or the thesis

adviser in the event of a failed thesis to clarify the reasons for the failing grade(s) and to determine how to proceed to rectify the situation. A student placed on academic probation is required to attend progress/review/extra instruction sessions as directed by the instructor of the course(s) or thesis adviser in which the failure(s) occurred. Failure to do so will be considered at the end of the semester when faculty discussions of retention/disenrollment take place. Except for pre-approved cases of financial hardship, any off-campus employment will be suspended for the remainder of the semester. A student placed on academic probation may participate in only one extra-curricular activity (sport, chorus, etc.) for the remainder of the semester.

2. A student placed on academic probation has lost his or her unexcused absences for the remainder of the semester. Grade penalties will be applied to all courses in which unexcused absences are reported.
3. A student will be placed on academic probation, upon recommendation of the faculty, for reasons of poor academic performance such as:
 - a. a grade of 65 or less in any course, or
 - b. grades of less than 70 in two or more courses, or
 - c. an overall mid-semester average of less than 75.
4. He or she will remain on academic probation until the next grading period. It is recommended that he or she meet bi-weekly with the Dean during the probationary period to report on progress.

F. ACADEMIC WARNING

1. A student is given an academic warning to alert him or her to substandard performance in coursework during the first half of the semester. It is only slightly less ominous than academic probation and is intended to be a wake-up call to the student.
2. A student will be issued an academic warning, upon recommendation of the faculty, for reasons of substandard academic performance indicated by receiving a grade below 70, but above 65, in any course at mid-semester.
3. A student given an academic warning at mid-semester is officially notified by a letter from the Dean that he or she is in jeopardy of failing a course at the end of the semester and that extra effort on the part of the student is required. Sources of help available from faculty members and the Student Affairs Department are offered to help the student recover from a substandard first half of the semester. He or she is directed to consult immediately and in person with the instructor of the course or thesis adviser in which the unsatisfactory grade was earned to clarify the reasons for the failing grade and to determine how to proceed to rectify the situation. It will be suggested that any off-campus employment be suspended for the remainder of the semester. No specific sanctions or revocations of eligibility for participating in extra-curricular activities are normally specified.

G. GRADE APPEALS

The procedures for grade appeals are described in Webb's "Grade Appeal Policy."

