

## **Grade Policies**

### **Failure to Complete the Class**

If you have a problem that arises, during the quarter, immediately come see me in my office. A short-term crisis (a death in the family, theft from your car, and so forth) is not a reason for not finishing the course and then asking for a grade of I, N, or V. If this type of crisis occurs, contact me for an extension on a single assignment. Independent documentation will be required for any extension on an assignment due date. I will ask for a doctor's confirmation, a social worker's letter, or similar form of documentation.

**E Grade:** Students who simply “disappear” from the class and fail to withdraw from the course will receive a failing grade (“E”). This grade is extremely serious and will factor as 0.00 into your GPA. Even if you repeat the course to replace the grade, the “E” will stay on your transcript forever. You are strongly encouraged to formally withdraw from the class, if you choose not to complete the course.

**I Grade:** A grade of I (incomplete) will only be assigned in serious cases of need AND where the amount of work completed is significant (80% or more). I will only consider this where a situation beyond the control of the student occurs. The student is responsible for meeting with the instructor and discussing whether an incomplete is appropriate PRIOR to the end of the last day of the course, but before Finals Week begins. I NEVER assign this grade without the student's permission.

The case for need MUST be verifiable and verified, independent of student's statements. Simply saying you have a need is not sufficient. I will ask for a doctor's confirmation, a social worker's letter, or similar form of documentation.

**N Grade:** This is called the audit grade. I never, and I mean never, change a grade to this option.

**V Grade:** A grade of V (vanished) will only be assigned if the student has finished an insufficient amount of work to be considered for a grade of I (<80% of the required course work), but circumstances beyond their control occur. I rarely give a V grade (it encourages a student to give up who might otherwise succeed).

I will be expecting independent documentation to be available at the time you contact me for a V grade. This is more than your statements that you had a hard quarter. I will ask for a doctor's confirmation, a social worker's letter, or similar form of documentation. Be aware that many campuses have a policy of changing a grade of V to one of E (Failed) and neither you nor I have any control over this policy.

As with the grade of I, the V grade will only be assigned if the student talks with the instructor. For a V grade consideration, I expect you to make contact with me at, or near to the time, when your crisis begins. I will not consider you for the V grade if you contact me at the end of the course and tell me there is a problem.

**W Grade:** Think ahead!! If this course does not meet your needs or an unexpected event has challenged your ability to complete the work at this time, do a formal withdrawal BEFORE the cut-off date. If a student stops attending class, it is the student's responsibility to withdraw from the class within the time frame allowed by college. **Check with Registration to verify the appropriate dates.**

Do not take the W grade lightly. It comes at a serious cost -- in addition to the financial loss. Many universities are not interested in admitting students with too many W grades. Western Washington University reserves the right to recalculate your GPA by assigning your EvCC-W grade as an E grade.