



St. John's College Policies and Procedures

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TITLE: Grade Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 06/01/2024	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

The purpose of this policy is to define acceptable grades for students attending credit classes at St. John's College.

Policy:

Definitions

Academic Dean: the dean of academic affairs assigned as academic administrator for the College.

Grade Method: The grading schema used by the faculty member to grade a student in a course.

Faculty: the person assigned to teach a given course and evaluate a student's performance.

Letter Grade: A, B, C, D, or F.

Student: Individual who is enrolled in a class or program at St. John's College.

The College: "The College" means St. John's College.

Grade Determination

Evaluation of Performance

Evaluation of a student's performance is determined by the faculty of the course and cannot be appealed except as allowed in the "Grade Appeal Policy."

Grading Criteria

The faculty shall establish the criteria used to evaluate a student's performance and communicate the criteria to the student in a written syllabus.

Amendments to Grading Criteria

The faculty has the right to alter the written grading criteria if the alteration:

- Is more generous
- Does not disadvantage a student, and
- Is communicated in writing to all students.



St. John's College Policies and Procedures

Grade Submission

The faculty of a course shall submit a grade as provided in parts 3, 4, or 5 of this policy for each student who has not withdrawn from the course. The grades must be submitted by the deadline and in the manner designated by the Registrar's Office each semester.

Grade Changes

After final grades are posted, a faculty may change a grade only if there has been an error in the computation, transcription, or reporting of the grade. Changes also may be made based on additional work completed by a student in the incomplete process outlined in Part 6.

Grade Options

The faculty of a course shall evaluate the student relative to the established expectations for the course using one of the following letter grades.

- **Grade A.** Indicates superior performance by the student and is equal to 4.0 grade points per credit. Included in GPA calculations and counts as completed for the purpose of measuring both academic and financial aid satisfactory progress.
- **Grade B.** Indicates above average performance by the student and is equal to 3.0 grade points per credit. Included in GPA calculations and counts as completed for the purpose of measuring both academic and financial aid satisfactory progress.
- **Grade C.** Indicates average performance by the student and is equal to 2.0 grade points per credit. Included in GPA calculations and counts as completed for the purpose of measuring both academic and financial aid satisfactory progress.
- **Grade D.** Indicates below average performance by the student and is equal to 1.0 grade point per credit. Included in GPA calculations and counts as completed for the purpose of measuring both academic and financial aid satisfactory progress.
- **Grade F.** Indicates inadequate performance by the student, attended and is considered "earned" and is equal to 0.0 grade points per credit. Included in GPA calculations and counts as attempted/completed for the purpose of measuring both academic and financial aid satisfactory progress.
- **Grade I.** A temporary of grade of "I" (Incomplete) may be issued by the faculty in accordance with Part 6 of this policy. Excluded from GPA calculations but counts as attempted/not completed for the purpose of measuring both academic and financial aid satisfactory progress.
- **Never Attended:** Used by the college to report students enrolled in their courses that have not conducted any academic activity during the first ten days of the course. A Never Attended is not recorded on the transcript and is not included in the GPA calculation nor in the Completion Rate nor in the Maximum Timeframe calculations.
- **Never Withdrew, with Current Non-Participation:** Used by the college to report students who stopped participating in academic activities. A Never Withdrew, with Current Non-Participation is recorded as a withdrawal (W) and not included in the GPA calculation but is included in the Completion Rate and Maximum Timeframe calculations.



St. John's College Policies and Procedures

Administratively Assigned Grade and Transcript Notation

The following grade and grade notation may be assigned administratively.

- **Grade W.** Assigned when a student withdraws from the course at any point between the deadline to drop the course and before the deadline to withdraw from the course. Excluded from GPA calculations but counts as attempted/not completed for the purpose of measuring both academic and financial aid satisfactory progress.

Default Grade Method

The default grade method for all courses at St. John's College is A-F.

Assignment of an Incomplete

Faculty Discretion for Incomplete

At the discretion of the faculty and in accordance with the "Criteria" below, a student may be granted an "I" (Incomplete) grade when the faculty believes there is a reasonable expectation that the student can complete the work for a course.

Completion of Incomplete Coursework

The faculty and student should identify in writing expectations for completing the work. The deadline to complete coursework is determined by the faculty but may be no later than eight weeks into the next semester, not including the summer session. If the faculty has not submitted a letter grade by the end of the eighth week of the semester following the Incomplete, a grade of F will be entered by the Registrar.

If the student is enrolled in coursework during the semester following the grade of Incomplete and the conversion of the incomplete to a grade of F results in the student not meeting the minimum requirements of the "Satisfactory Academic Progress Policy," the student will be allowed to complete the enrolled coursework and will not be placed on academic probation until the end of the current semester.

Criteria for an Incomplete

Courses with labs and/or clinical are not eligible for incompletes. All work and all hours for these courses must be completed by the end of the semester in which the student is registered. If the student is unable to complete the course, the student should withdraw and register for the course in a subsequent semester.

- The student must present the faculty with a documentable and legitimate reason for not being able to complete the course by the end of the semester in which the student is registered for the course.
- The student must have completed at least 75 percent of the course requirements up to the point where the request for an incomplete is made.
- The student must be earning a passing grade in the course at the time that the request for an incomplete is made.
- The student must be able to complete all remaining requirements of the course without direct instruction or supervision.
- Faculty shall notify their Academic Dean in writing of all approved incomplete agreements with students each semester/term by the end of the semester/term.



St. John's College Policies and Procedures

Dean's List

The dean's list recognizes students who have demonstrated academic achievement each semester. The dean's list is posted at the end of each semester and is published on the college's website. Summer term is not calculated for the dean's list.

Dean's List Criteria

Eligibility for the dean's list includes:

1. Completion of at least twelve (12) credits in a semester.
2. Semester GPA of 3.5 or higher.

Dean's List Excluded Credits

The following credits will not be included to determine eligibility for the dean's list:

1. Credits from which the student withdrew.
2. Credits that are currently in incomplete status.

Appealing Grades

See the "Grade Appeal Policy" for details about when a grade may be appealed and the process.