

Bergen Community College Board of Trustees

Section: ACAD

Policy #: ACAD: 007-001.2023

Effective Date: Fall 2023

Responsible Official:
Vice President of Academic Affairs

Grade Assignment Process: Deletion of E Grade

Policy Statement:

See attached grade scale. This policy will be effective Fall 2023.

Reason for Policy:

This policy is being amended as part of the College's ongoing review of institutional Financial Aid policies. Recommendations are consistent with multiple external audits. By instituting this Policy, the College will delete the "E" grade. This minimizes federal regulatory compliance risks, supports student success, and removes unnecessary redundancy with the implementation of the Census Reporting Policy.

Who Should Read This Policy:

All faculty, staff, and students at the institution.

Definitions:

F \geq 60%: An "F" grade with a last date of attendance that is greater than or equal to the 60% date as published in the registration calendar for that term.

F < 60%: An "F" grade with a last date of attendance that is less than the 60% date as published in the registration calendar for that term.

The Policy:

The following grades may be assigned by instructors:

All policies are subject to amendment. Please refer to the College Policy website (<https://bergen.edu/about-us/college-policies/>) for the official, most recent version.

Grade	Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
A	= 4.0	Excellent	Yes	Yes	Yes
B+	= 3.5	Very Good	Yes	Yes	Yes
B	= 3.0	Good	Yes	Yes	Yes
C+	= 2.5	Above Average	Yes	Yes	Yes
C	= 2.0	Average	Yes	Yes	Yes
D	= 1.0	Below Average	Yes	Yes	Yes
F	= 0.0	Course must be repeated	Yes	No	Yes
N	= None	Incomplete	Yes	No	No
W	= 0.0	Official Withdrawal	Yes	No	No

Note: An “@” preceding a grade indicates that academic forgiveness has been granted, in which case the grade will be excluded from the student’s GPA calculation.

1. The following grades are administratively assigned and are not assigned by instructors:

Grade	Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
AU	= None	Auditor	Yes	No	No
TR	= None	Transfer credit from another institution	No	Yes	No
W	= None	Official withdrawal	Yes	No	No
CBE/PLA	= None	Credit by examination/Prior learning assessment	No	Yes	No

Notes:

1. Grades of **A**, **N**, **TR**, and **CBE/PLA** cannot be repeated.
2. Third attempts must be approved by the appropriate department chair/coordinator/counselor or, in cases wherein there is no chair/coordinator/counselor, administrator.
3. The higher grade is retained and the lower grade is marked “**R**” and is not used in calculating GPA.

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Procedure:

Instead of “E” to “W” Appeals we will now permit “F” to “W” appeals under the following procedural guidelines:

F >= 60% Appeal

1. Students may petition a faculty member for a recommendation to the Academic Standing Committee to consider an “F” grade assignment that has a last date of attendance of greater than or equal to the sixty percent (60 %) date of a semester (hereinafter, “F>=60%”) changed to a withdrawal (“W”) from the course. Said recommendation is subject to a faculty member’s discretion.
2. When a faculty member decides to recommend consideration of “F>=60%” to “W” to the Academic Standing Committee, the faculty member shall submit the recommendation by completing an “F>=60% Consideration Form”. These recommendations will be collected and presented to the Academic Standing Committee on a continual basis for their regularly scheduled meetings. In addition, petitioning students shall be required to submit the current petition form and append relevant evidence and documentation. If a student’s petition for “F>=60%” to “W” cannot be considered by the assigning faculty member, then the department’s/discipline’s policy on unavailable faculty member grade appeals shall consider and determine the student’s petition.
3. The Academic Standing Committee is empowered to direct the Registrar to change “F>=60%” grades to a withdrawal (“W”).
4. A faculty member’s recommendation for a change from an “F>=60%” to a “W” only results in the relevant “F>=60%” grade to be submitted to the Academic Standing Committee for consideration. The Academic Standing Committee shall apply its criteria to determine if the “F>=60%” grade should be changed to a “W.”
5. When a faculty member decides not to submit a recommendation to the Academic Standing Committee, then the “F>=60%” grade shall remain as the faculty member’s assigned grade.

F < 60% Appeal

1. The Academic Standing Committee shall not consider “F” grade to “W” appeals for “F” grades with a last date of attendance of less than the sixty percent (60 %) point of a semester (hereinafter, “F<60%”).

2. "F<60%" grade assignments shall be subject to the regular grade appeal procedure.

Related Documents/Policies:

N/A

Policy History: (adopted/amended)

Adopted: May 9, 2023

Amended: