

## Grade Policies

This instructor follows all grade policies dictated by EvCC. For specifics, visit this link: <http://www.everettcc.edu/enrollment/registration/grades>

### *Short-term challenge*

If you have a problem that arises, during the quarter, immediately come see me in my office. A short-term challenge (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.
- This documentation must state that you were not able to perform school work and the exact dates you were not able to do so.
- If you are not able to submit an assignment in class, but have completed the work, submit to Canvas and attach the documentation.

### *Failure to complete the class*

**F Grade:** Students who simply “disappear” from the class and fail to withdraw from the course will receive a failing grade (“F”). 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 “F” will stay on your transcript forever. You are strongly encouraged to formally withdraw from the class if you choose not to complete the course (see **W Grade** below).

**I Grade:** A grade of I (incomplete) will only be assigned in serious cases of need AND where the amount of work already completed is significant (80% or more). I will only consider this where a situation beyond the control of the student occurs. I NEVER assign this grade without the student's permission; EvCC requires paperwork to be signed by both the student and the instructor and submitted to the Registrar's Office.

I will be expecting independent documentation to be available at the time you contact me for an I grade. This is more than your statements that you had a hard quarter. I require a doctor's confirmation, a social worker's letter, or similar form of documentation. This paperwork must indicate the situation precluded you from completion of coursework, starting from the time of the student failed to submit assigned work.

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

**V Grade:** A grade of V (Instructor withdraw) 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 occurred. 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 require a doctor's confirmation, a social worker's letter, or similar form of documentation. This paperwork must indicate the situation precluded you from completion of coursework, starting from the time of the student failed to submit assigned work.

**W Grade:** If a student stops attending class and/or submitting assigned work, it is the student's responsibility to request the W grade (Student withdraw) through the Registrar's Office (**Parks Student Union, Room 201**). Assigning a W grade is not the responsibility of your instructor; in fact, the instructor can't assign this grade. ONLY the student can do the paperwork (through the Registrar's Office) to receive this grade. Check with the Registrar's Office to verify the appropriate date by which this must be submitted.

Do not take the W (Student withdraw) grade lightly. Please visit this page for specifics:  
<http://www.everettcc.edu/enrollment/tuition/enrollment-procedures>