



**BELLEVEUE**  
**COLLEGE**

Board of Trustees  
Community College District VIII

Special Meeting  
January 10, 2018

**BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON**



A special meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, January 10, 2018. The business session will begin at 1:30 P.M. in room B201. Merisa Heu-Weller, Vice Chair, will preside.

**AGENDA**

- 12:00 PM EXECUTIVE SESSION/LUNCH (A201)  
There will be an executive session to evaluate the performance of a public employee and discuss collective bargaining.
- 1:30 PM BUSINESS SESSION (B201)
- I. Call to Order
  - II. Roll Call and Introductions
  - III. Consent Agenda
    - A. Approval of Agenda for January 10, 2018
    - B. Meeting Minutes from November 8, 2017
  - 1:45 PM IV. Action Items
    - A. Grading Policy 3000 Bangera
  - 2:00 PM V. Information Items
    - A. Energize Eastside Initiative, Puget Sound Energy
    - B. Response by Community Advocacy Groups
    - C. Washington Technology University
  - 2:30 PM VI. Unscheduled Business/Community Testimony
  - 2:40 PM VII. Business Meeting Adjournment

*Please note: Time and order are estimates only and are subject to change.*

**BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT VIII**  
**BELLEVUE, WASHINGTON**

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on November 8, 2017 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Merisa Heu-Weller, Vice Chair, presided.

**EXECUTIVE SESSION**

Ms. Heu-Weller announced that there would be an executive session for approximately 60 minutes to discuss the performance of a public employee, discuss information regarding the infrastructure and security of computer and telecommunications networks, and security and service recovery plans, and to discuss, with counsel representing the College, litigation or potential litigation the College is or is likely to become a party to. The executive session adjourned at 1:05 p.m.

**STUDY SESSION**

Student Success Center construction project presented by Vidya Ramachandran with Howard S. Wright, and Jason Jones and Scheer Chan from Ankrom Moisan.

The team shared a fly-through simulation of the Student Success Center followed by a presentation outlining the project vision.

- The Student Success Center will benefit the College by providing a one stop service model for students and a “front door” to campus, visible from 148<sup>th</sup> Ave. SE.
- Design-build project delivery.
- Alignment with strategic plans.
- Engagement with students, stakeholders and steering committees throughout the process.
- Project budget \$35,000,000 - \$450/square foot.
- Anticipated start date is early fall 2018, depending on permitting process with City of Bellevue.

**BUSINESS SESSION**

The business session was called to order at 2:15 p.m.

I. **ROLL CALL**

Mr. Cha, Mr. Dietzel, Mr. Fukutaki, Ms. Heu-Weller, Mr. Miller and President Weber were present.

II. **CONSENT AGENDA**

It was noted that Item V. on the agenda should be listed as First Read rather than Action Item. With this modification, Mr. Miller made a motion to approve the consent agenda and minutes from October 18, 2017. Mr. Fukutaki seconded. The motion passed.

III. **CONSTITUENT REPORTS**

- A. Sue Nightingale, representing Bellevue College Association of Higher Education, reported on the following items:

- Update on adjunct faculty. Last year 971 of the 1184 individual faculty employees were adjunct status. Each quarter, 40-60 adjunct faculty are hired. It was noted that this requires a great deal of effort, time and other resources.
  - Faculty member Jono Vaughan won the 2017 Betty Bowen Award from the Seattle Art Museum.
  - Concerns about Disability Resources Center (DRC) were shared with the note that the outlook is optimistic and the focus continues to be providing the best service to students.
- B. Becky Turnbull, representing classified staff, reported on the following items:
- Student Affairs classified staff including those in DRC, High School Programs and Academic Advising feel understaffed and overworked.
  - BC Governance Classified Council are working on improving employee onboarding and exiting process.
- C. Dale King, representing the BC Foundation, reported on the following items:
- Applications for mini grants and nominations for Excellence Awards are currently being accepted.
  - The house recently gifted to the Foundation sold for \$789,900. Proceeds from the sale will go directly to the nursing scholarship program. After 15 years remaining money may be used for other needs within the nursing department.
  - Five scholars made over 200 calls to donors to thank them for supporting the foundation. Another round of calls in February.
  - 130 people recently attended the Donors Scholars Reception.
- D. Jodey Morrow, Associated Student Government (ASG) representative, reported on the following items:
- The Welcome Fair was a great success.
  - The *No More* campaign was held in October to support Domestic Violence Awareness Month. Pledges were displayed around campus to help educate and highlight resources for victims.
  - Students will be travelling to Washington, DC for student government conference.
  - ASG is sponsoring a screening of “More than a Word” on November 21.
  - ASG is planning to participate in the Martin Luther King, Jr. march in January.
  - ASG positions are available and hiring is taking place.
  - ASG has allocated \$35,000 to clubs and programs.

IV. **DISCUSSION ITEMS**

- A. Student Success—Achieving the Dream  
Interim Vice President of Diversity, Sayumi Irey, and Interim Vice President of Instruction, Gita Bangera, presented an update on Achieving the Dream.
- There was a discussion to clarify six-year outcomes for students.
  - It was suggested that data be shown by geographic location.

- Information about the Institutional Change Assessment Tool (ICAT) Framework and seven capacity areas was shared.
- Trustees are invited to take the ICAT survey.
- It was noted that improvements in measuring progress on initiatives is needed.
- A follow-up ATD report will be presented following the February meeting.

B. Human Resources

Dr. Weber introduced Charles Sims, Interim Transition Project Manager of Human Resources.

V. **FIRST READ**

A. Grading Policy 3000

Interim Vice President Bangera reported on the policy history and challenges. Faculty would like to eliminate “pass/fail” to be replaced with “satisfactory/unsatisfactory.”

VI. **INFORMATION ITEMS**

A. Capital Facilities

Student housing is on time and on budget. Discussion of Bond sale completion. The State Treasurer’s office holds that money and invests it; BC receives 0.2% interest.

B. Finance Report, First Quarter

Discussion about enrollment targets, the self-support to state budget programs conversion and its impact on International students.

Discussion on current enrollments. There are neither excess enrollments nor empty classrooms as Running Start and International students are filling seats. Flat enrollment is predicted for these populations.

C. Information Security Update

Security is an ongoing issue. Stale user accounts are not being disabled in a timely manner. Eventually there will be an automated process to delete employee account upon separation from the College.

A final draft of the Perimeter network project is on target for the end of December.

VII. **PRESIDENT’S REPORT**

- President Weber offered thanks to Becky Turnbull and Sue Nightingale noting that he has enjoyed working with them and feels optimistic that there will be good data from the operational services survey.
- President Weber is pleased to engage faculty on the guided pathways model and believes the response to Achieving the Dream has been positive.

VIII. **NO UNSCHEDULED BUSINESS**

Meeting adjourned at 3:55pm.

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Merisa Heu-Weller, Vice Chair  
Board of Trustees

ATTEST:

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Donna Sullivan  
Secretary, Board of Trustees  
Community College District VIII

DRAFT



**BELLEVUE  
COLLEGE**

## SPECIAL MEETING AGENDA ITEM

### REVISION TO POLICY 3000 (GRADING)

INFORMATION

FIRST READ

ACTION

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#### Description

Policy 3000 is Bellevue College's grading policy. It covers the grades that can be assigned to students for their classroom work, and how these grades should be interpreted. Periodically, a need to revise the policy comes up. Most recently, it has become quite urgent to find a new grading criteria for certain practicums and clinical courses because there is an unintended negative consequence for transfer and financial aid students when courses use the pass/fail grading scheme. Other types of courses are also affected by this unintended consequence.

#### Key Questions

- \* Why is a revision to this policy needed?
- \* Has anything changed since the first read of the proposed revisions to the policy?

#### Analysis

A passing grade in the P/F grading scheme is not factored in to the student's GPA at Bellevue College; however, Financial Aid and other institutions interpret that passing grade as if it were a 1.0. This is below Financial Aid's minimum requirement of a 2.0 GPA. As a result, students taking pass/fail courses may be unfairly penalized by the College's current grading system. It is also not a fair representation of how a "passing" grade should be interpreted as in our practicums and clinical courses a passing grade is a completely successful grade.

At the November 8, 2017 first read of this revised policy, it was proposed that the pass/fail grading scheme should be replaced by a new satisfactory/unsatisfactory grading scheme. In response to Board feedback at that meeting, the proposal now adds the satisfactory/unsatisfactory grade and leaves the pass/fail grading system in place as it currently stands. Students who were able to choose the pass/fail as an alternate grading scheme will continue to be able to do so; additionally, math faculty who were impacted by the loss of the pass/fail grading scheme will be able to continue to use those grades. The new satisfactory/unsatisfactory grades will not factor in to a student's GPA (similar to how a "P" grade does not affect GPA); however, since our policy defines satisfactory as equivalent to a 2.0 or higher score, it resolves the problem about how other institutions interpret these results.

## **SPECIAL MEETING AGENDA ITEM**

*continued*

### **Background/Supplemental Information**

In the slightly revised version of Grading Policy 3000 presented as an action item today, the pass/fail language has been added back in. It shows as a change in the redlined version of the document, but uses the exact language from our current policy. There are two new word substitutions in the definitions of the “C” and the “F” letter grades to help avoid confusion with the new S/U grades. Additionally, there are a few minor copy-editing changes that do not affect the content of the policy.

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves the submitted revision of Policy 3000, which will become effective immediately.

Prepared by: Gita Bangera, Interim Vice President, Instruction  
[gita.bangera@bellevuecollege.edu](mailto:gita.bangera@bellevuecollege.edu)



# 3000 Grading

Original Date: 6/2/1989 \* Last Revision Effective: 1/10/2018

Policy Contact: Vice President, Instruction

## Policy

Bellevue College utilizes a consistent, published letter-grading system to reflect a student's achievement. For students who do not wish to take a course for a letter grade, an optional pass/fail grading system is available, as is the option to audit a course.

The student is responsible for initiating the removal of an incomplete grade or for correcting a grade he or she believes to be incorrect.

Students have the right to repeat a course as described in this policy.

## Grading Criteria

### Letter A-F Grades

*"A" grades indicate "outstanding" achievement*

- A 4.0 points per credit hour
- A- 3.7 points per credit hour

The "A" Student:

- demonstrates consistent mastery of learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently exceed requirements and that interpret and apply objectives in new, unique, or creative ways;
- demonstrates consistent leadership in class-participation activities.

*"B" grades indicate "high" achievement*

- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

The "B" Student:

- demonstrates a high level of competence in learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently meet most requirements;
- contributes regularly to class-participation activities.

*“C” grades indicate “adequate” achievement*

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

The “C” Student:

- demonstrates an adequate level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class-participation activities.

*“D” grades indicate “poor” achievement*

- D+ 1.3 points per credit hour
- D 1.0 point per credit hour

The “D” Student:

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class-participation activities.

*“F” grades indicate “inadequate” achievement*

- F 0 points per credit hour

The “F” Student:

- cannot demonstrate competence in many or fundamental outcomes for the course;
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;
- does not satisfy minimum requirements for attendance or contribution to class activities. Students should be aware that the instructor determines whether the class will be evaluated using the “F” grade.

## **Satisfactory/Unsatisfactory = S/U**

Satisfactory/Unsatisfactory (“S/U”) is a grade granted for specific courses as determined by the college. Students may not choose this grading option. An “S” grade indicates a letter grade of at least a “C.” A grade of “U” indicates a letter grade of less than a “C.” No points are calculated into the GPA for either grade.

*“S” grades indicate “satisfactory” achievement*

- an “S” grade indicates a letter grade of “C” or better;
- students earn credit, but no points are calculated into the GPA;
- the use of the “S” Grade is determined by the college;
- students may not choose the “S” grade as an option.

*“U” grades indicate “unsatisfactory” achievement*

- a “U” grade indicates a letter grade lower than a “C”;
- no points are calculated into the GPA;
- the use of the “U” grade is determined by the college.

## **Credit/Non-Credit = CR/NC**

Credit-non-credit (“CR/NC”) grades are granted for specific courses as determined by the college. Students may not choose this grading option. No points are calculated into the grade-point average.

## **Pass/Fail = P/F**

No points are calculated for a “P” grade, which is issued in two separate instances: for those courses institutionally recognized as using the “P” grade and for courses graded using “A” through “F” in which a student elects to be evaluated “pass/fail.” In the latter instance, all “P” grades must be supported with traditional letter grades, and when the student fails to receive a grade of “A” through “D,” a grade of “F” will be assigned and calculated into the grade-point average.

Courses which a student elects to take “pass/fail” may not be used to satisfy distribution requirements in the arts and sciences or science degrees. A student must declare intention for a “P/F” grade within the first ten (10) days of the quarter by filing the request in the student service center.

### *Pass/Fail Grading System*

Students may ask to be graded on a pass/fail basis in a course by filing a request form at the registration office by the tenth instructional day of the quarter (for Fall, Winter, and Spring; Summer Quarter has an alternate schedule). Pass/fail may also be determined at the time the student enrolls for the course.

- A pass/fail option cannot be used for a course for which a student has already received a letter grade.
- Instructors are required to transmit a traditional letter grade for transcript support for each student who elects the pass/fail option, except in those courses which have been approved by the institution for pass/fail grading; e.g., physical education activity, clinical nursing courses, etc. The records office will retain the letter grade for later release to authorized agencies who may request it, but will print “pass” or “fail” on the student grade report and permanent record.
- No more than fifteen (15) credits may be taken pass/fail in satisfying requirements for an Associate Degree. Courses requiring a “P” grade are not included in the fifteen (15) credits.
- A grade of “P” earned in a course taken pass/fail will not be factored into the student’s grade-point average, but a grade of “F” will be calculated as 0 points for GPA purposes.

## **Official Withdrawal = W**

Official withdrawals are accepted and recorded on one schedule for Fall, Winter and Spring quarters, and on a different schedule for Summer Quarter.

During Fall, Winter, and Spring Quarters withdrawals are recorded as follows:

- Through the tenth day of the quarter, the dropped course does not become part of the transcript.

- After the tenth school day and through the end of the seventh week of the quarter, the “W” grade will become part of the student’s transcript record, regardless of grade status at the time.
- No official withdrawal will be permitted after the start of the eighth week of the quarter.

During Summer Quarter withdrawals are recorded as follows:

- Through the sixth day of the quarter, the dropped course does not become a part of the transcript record.
- After the sixth day and through the end of the fifth week of the quarter, the “W” grade will become part of the student’s transcript record, regardless of grade status at this time.
- No official withdrawal will be permitted after the start of the sixth week of a Summer Quarter.

## **Hardship Withdrawal = HW**

“HW” indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade-point average.

## **Course in Progress = Y**

This symbol indicates a course which, by authorization of the vice president of instruction, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent quarter.

## **Incomplete = I**

No points are calculated for this grade. An “I” grade indicates that the student has not completed specific prescribed requirements for a course, usually for unforeseen reasons beyond the student’s control. The student is responsible for requesting the assignment of an “I” grade and for demonstrating why the “I” is appropriate. Granting the request and assigning the “I” grade is the prerogative of the instructor. If a student has performed at a passing level during the quarter but for some reason is unable to complete the course requirements, he/she may be assigned an “I” grade at the course instructor’s discretion. The nature of the deficiency must be such that removal of an “I” grade is not contingent on subsequent enrollment in the same course by the student.

An “I” will be posted to the transcript when submitted by the instructor with a contractual form which specifically indicates the work the student must complete to make up the deficiency and the date by which the deficiency must be resolved. Both the instructor and the student must sign the contract. The work for the course must be completed before the end of the next quarter (by the end of the following fall term if the “I” is given in the spring term), and an extension can be granted only with the instructor’s approval. If the student fails to complete the designated assignment(s), an “F” grade will be posted.

### *Removal of an Incomplete Grade*

After the student completes the course requirements, resolving the deficiencies outlined on the contractual form within the negotiated time limit, the instructor is then responsible for returning the change of grade form to the records office for processing.

## **Audit = N**

Not counted for credit or grade-point average. A student must declare intention to audit a course within the first ten (10) days of a quarter by filing the request in the registration office.

### *Auditing a Course*

An optional audit grade is available to all students and is governed by the following provisions and stipulations:

- Students may ask to audit a course by filing a request form at the registration office by the tenth instructional day of the quarter (for Fall, Winter, and Spring; Summer Quarter has an alternate schedule). The intent to audit may also be determined at the time the student enrolls for the course.
- Any person may enroll in a credit course as an auditor upon payment of the required enrollment fees.
- Auditors in a course are required to participate in all activities and meet all minimum standards expected of other students in the course, except that they will be excused from the final examination. Instructors are not required to transmit a traditional letter grade for an auditor.
- Audited courses do not satisfy the requirements for an Associate of Arts degree or a certificate.
- A grade of “N” earned in an audited course will not be factored into the student’s grade-point average.

## **Correcting a Grade**

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately.

Instructors receive audit sheets of all grades they have in all classes during the first ten (10) days of the next regular quarter. Errors may be noted on this audit sheet, and corrected, with minimal problem to the student. After the tenth day of the following quarter, the student has one (1) year in which to correct a grading error. If the instructor is no longer employed at this college, or is away from the campus for an extended time, students wishing to correct a grading error should talk with the division dean of that faculty member. After one year, grades are not changed except for extraordinary reasons.

## **Repeating a Course**

Students may repeat a course taken at Bellevue College in order to improve their skills or the course grade. All course repeats must comply with the Procedures for Repeating a Course.

- The course-repeat policy only applies to courses that are taken at Bellevue College.
- A course may be repeated only twice (that is, taken a total of three times) unless otherwise specified in the college catalog.
- Credit for any course is earned only once (except courses designed to be taken multiple times, as noted in the Bellevue College Catalog).
- Only the highest grade awarded will be used in computing the Bellevue College GPA.
- Each grade received will remain on the student’s transcript; the Registrar will place an “R” next to other grade(s) received for that course.

- Courses must be repeated for a letter grade unless the course is only offered as satisfactory/unsatisfactory, credit/non-credit or pass/fail.
- The course repeat process DOES NOT apply to grade symbols: I, NC, W, HW, Y or Z.
- The Bellevue College repeat policy may or may not be recognized by other institutions, at their sole discretion.
- To repeat a course, students must re-register and pay all necessary tuition and fees.

## **Revision History**

Original 6/2/1989

Revisions 12/31/1999; 3/22/2005; 5/21/2009; 9/11/2012; 2/5/2014; 1/10/2018

## **Approved By**

Board of Trustees

# 3000 Grading

Original Date: 6/2/1989 \* Last Revision Effective: ~~2/5/2014~~1/10/2018

Policy Contact: Vice President, Instruction

## Policy

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The student is responsible for initiating the removal of an incomplete grade or for correcting a grade he or she believes ~~is~~to be incorrect.

Students have the right to repeat ~~the~~ course as described in this policy.

## Grading Criteria

### Letter A-F Grades

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- completes work assignments that consistently exceed ~~requirement~~requirements and that interpret and apply objectives in new, unique, or creative ways;
- demonstrates consistent leadership in class-participation activities.

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- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
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The “B” Student:

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- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently meet most requirements;
- contributes regularly to class-participation activities.

“C” grades indicate “~~satisfactory~~adequate” achievement

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

The “C” Student:

- demonstrates ~~a satisfactory~~an adequate level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class-participation activities.

“D” grades indicate “poor” achievement

- D+ 1.3 points per credit hour
- D 1.0 point per credit hour

The “D” Student:

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class-participation activities.

“F” grades indicate “~~unsatisfactory~~inadequate” achievement

- F 0 points per credit hour

The “F” Student:

- cannot demonstrate competence in many or fundamental outcomes for the course;
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;
- does not satisfy minimum requirements for attendance or contribution to class activities. Students should be aware that the instructor determines whether the class will be evaluated using the “F” grade.

## **Satisfactory/Unsatisfactory = S/U**

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“S” grades indicate “satisfactory” achievement

- an “S” grade indicates a letter grade of “C” or better;
- students earn credit, but no points are calculated into the GPA;
- the use of the “S” Grade is determined by the college;
- students may not choose the “S” grade as an option.



*“U” grades indicate “unsatisfactory” achievement*

- a “U” grade indicates a letter grade lower than a “C”;
- no points are calculated into the GPA;
- the use of the “U” grade is determined by the college.

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Courses which a student elects to take “pass/fail” may not be used to satisfy distribution requirements in the arts and sciences or science degrees. A student must declare intention for a “P/F” grade within the first ten (10) days of the quarter by filing the request in the student service center.

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- Instructors are required to transmit a traditional letter grade for transcript support for each student who elects the pass/fail option, except in those courses which have been approved by the institution for pass/fail grading; e.g., physical education activity, clinical nursing courses, etc. The records office will retain the letter grade for later release to authorized agencies who may request it, but will print “pass” or “fail” on the student grade report and permanent record.
- No more than fifteen (15) credits may be taken pass/fail in satisfying requirements for an Associate Degree. Courses requiring a “P” grade are not included in the fifteen (15) credits.
- A grade of “P” earned in a course taken pass/fail will not be factored into the student’s grade-point average, but a grade of “F” will be calculated as 0 points for GPA purposes.

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Official withdrawals are accepted and recorded on one schedule for Fall, Winter and Spring quarters, and on a different schedule during the academic year and during schedule for Summer Quarter.

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- No official withdrawal will be permitted after the start of the eighth week of the quarter.

During Summer Quarter withdrawals are recorded as follows:

- Through the sixth day of the quarter, the dropped course does not become a part of the transcript record.
- After the sixth day and through the end of the fifth week of the quarter, the “W” grade will become part of the student’s transcript record, regardless of grade status at this time.
- No official withdrawal will be permitted after the start of the sixth week of a Summer Quarter.

## **Hardship Withdrawal = HW**

“HW” indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade-point average.

## **Course in Progress = Y**

This symbol indicates a course which, by authorization of the vice president of instruction, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent quarter.

## **Incomplete = I**

No points are calculated for this grade. An “I” grade indicates that the student has not completed specific prescribed requirements for a course, usually for unforeseen reasons beyond the student’s control. The student is responsible for requesting the assignment of an “I” grade and for demonstrating why the “I” is appropriate. Granting the request and assigning the “I” grade is the prerogative of the instructor. If a student has performed at a passing level during the quarter but for some reason is unable to complete the course requirements, he/she may be assigned an “I” grade at the course instructor’s discretion. The nature of the deficiency must be such that removal of an “I” grade is not contingent on subsequent enrollment in the same course by the student.

An “I” will be posted to the transcript when submitted by the instructor with a contractual form which specifically indicates the work the student must complete to make up the deficiency and the date by which the deficiency must be resolved. Both the instructor and the student must sign the contract. The work for the course must be completed before the end of the next quarter (by the end of the following fall term if the “I” is given in the spring term), and an extension can be granted only with the instructor’s approval. If the student fails to complete the designated assignment(s), an “F” grade will be posted.

### *Removal of an Incomplete Grade*

After the student completes the course requirements, resolving the deficiencies outlined on the contractual form within the negotiated time limit, the instructor is then responsible for returning the change of grade form to the records office for processing.

## Audit = N

Not counted for credit or grade-point average. A student must declare intention to audit a course within the first ten (10) days of a quarter by filing the request in the registration office.

### *Auditing a Course*

An optional audit grade is available to all students and is governed by the following provisions and stipulations:

- Students may ask to audit a course by filing a request form at the registration office by the tenth instructional day of the quarter (for Fall, Winter, and Spring; Summer Quarter has an alternate schedule). The intent to audit may also be determined at the time the student enrolls for the course.
- Any person may enroll in a credit course as an auditor upon payment of the required enrollment fees.
- Auditors in a course are required to participate in all activities and meet all minimum standards expected of other students in the course, except that they will be excused from the final examination. Instructors are not required to transmit a traditional letter grade for an auditor.
- Audited courses do not satisfy the requirements for an Associate of Arts degree or a certificate.
- A grade of “N” earned in an audited course will not be factored into the student’s grade-point average.

## Correcting a Grade

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately.

~~The instructors~~Instructors receive audit sheets of all grades they have in all classes during the first ten (10) days of the next regular quarter. Errors may be noted on this audit sheet, and corrected, with minimal problem to the student. After the tenth day of the following quarter, the student has ~~only~~one (1) year in which to correct a grading error. If the instructor is no longer employed at this college, or is away from the campus for an extended time, students wishing to correct a grading error should talk with the division dean of that faculty member. After one year, grades are not changed except for extraordinary reasons.

## Repeating a Course

Students may repeat a course taken at Bellevue College in order to improve their skills or the course grade. All course repeats must comply with the Procedures for Repeating a Course.

- The course-repeat policy only applies to courses that are taken at Bellevue College.
- A course may be repeated only twice (that is, taken a total of three times) unless otherwise specified in the college catalog.
- Credit for any course is earned only once (except courses designed to be taken multiple times, as noted in the Bellevue College Catalog).
- Only the highest grade awarded will be used in computing the Bellevue College GPA.
- Each grade received will remain on the student’s transcript; the Registrar will place an “R” next to other grade(s) received for that course.

- Courses must be repeated for a letter grade unless the course is only offered ~~only~~ as satisfactory/unsatisfactory, credit/non-credit or pass/fail.
- The course repeat process DOES NOT apply to grade symbols: I, NC, W, HW, Y or Z.
- The Bellevue College repeat policy may or may not be recognized by other institutions, at their sole discretion.
- To repeat a course, students must re-register and pay all necessary tuition and fees.

## Revision History

Original 6/2/1989

Revisions 12/31/1999; 3/22/2005; 5/21/2009; 9/11/2012; 2/5/2014; 1/10/26/20172018

## Approved By

Board of Trustees