

# Evaluation of Student Learning, 3.06

## PURPOSE

Yavapai College (YC) is committed to excellence in teaching and learning. This operational policy provides a means for faculty and students to understand the evaluation of student achievement of course learning outcomes.

## POLICY APPLICATION

This policy applies to faculty that are teaching credit courses and students taking credit classes at Yavapai College.

## OPERATIONAL POLICY

Instructors will evaluate student achievement of course learning outcomes, and students will be regularly informed of their progress. Evaluation measures will be clearly set forth by the instructor in the course syllabus. A variety of evaluation methods relevant to the learning outcomes may be used.

Instructors are expected to evaluate student learning regularly throughout the course. The following grading options may be assigned upon completion of the course according to grading criteria articulated in the course syllabus:

**Standard Grading** (computed in the student's Grade Point Average) ABCDFSU

A	Excellent 4 grade points per semester hour
B	Good 3 grade points per semester hour
C	Average 2 grade points per semester hour
D	Below Average 1 grade point per semester hour
F	Failure 0 grade point per semester hour
S	Satisfactory ( <i>not computed in GPA</i> )
U	Unsatisfactory ( <i>not computed in GPA</i> )

Yavapai College encourages each student to explore areas of study outside the major field of study. The S/U grading option is one way the College stimulates this exploration.

The "S" grade is defined as equivalent to a grade of "C" or better on the conventional grading scale of A-F. A course completed with an "S" grade indicates appropriate subject area knowledge to satisfy the prerequisite requirement of a related higher-level course.

Specified courses are graded only S/U. Students in other courses who prefer the S/U grading option must notify the class instructor. Conditions of Satisfactory/Unsatisfactory (S/U) grading:

- Since some college and universities limit the number of credits completed with S/U grading that will transfer or restrict the way that such credits may be applied to degree requirements, it is recommended that students preparing to transfer select the S/U grading option only for elective courses.
- A maximum of twelve (12) hours of "S" credit from 100- and 200-level courses may be applied toward Yavapai College graduation requirements.
- A maximum of twelve (12) hours of "S" credit from 300- and 400-level courses may be applied toward Yavapai College graduation requirements.
- S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC).

**Classifications** - not included in GPA.

I	Incomplete
IP	In Progress
AU	Audit (no credit)
W/Y	Withdraw from the course (initiated by faculty or administration)

## Competency-Based Education (CBE) Grades

A competency-based education (CBE) course has a final grading option of S/U only.

- To ensure timely progress and consistent engagement in a CBE course, students must complete at least 50% of the course assignments with proficiency by the end of the semester in which a student initially enrolls for the course. Failure to meet this requirement will result in a final grade of "U" (Unsatisfactory), and the student will be required to retake the course.

- Students who have completed at least 50% of the course assignments with proficiency by the end of the semester but have not finished the entire course may continue into the following semester. However, they must complete all course assignments with proficiency not to extend beyond one semester after the semester for which the course was enrolled (a total of two consecutive semesters). Failure to do so will result in a final grade of "U" (Unsatisfactory), and the student will be required to retake the course.
- Students who complete all course assignments with proficiency within two consecutive semesters will receive a final grade of "S" (Satisfactory).

## Incomplete (I)

The "I" classification may be assigned when the student has completed a significant majority of the work required in the course with a "C" or better before the end of the semester in which the student is enrolled but is unable to complete the course do to extenuating circumstances. The student must request the "I" option and agree to the instructor's requirements for course completion. The instructor will establish a deadline for completion; the maximum of which can be 45 calendar days. If the work required is not completed by the deadline established by the instructor, the grade specified by the instructor will be posted to the student's permanent record. The "I" grade must be replaced by a letter grade or S/U grade at the conclusion of the course or at the time of the established deadline.

## In Progress (IP) Grades

"IP" is a grade indicating a student has not yet met course requirements and a final grade has yet to be assigned. It is not to be used as an alternative to an Incomplete grade. The IP grade is available for Competency-Based courses only. The IP grade must be replaced by a final grade when the student has completed the course.

## Audit (AU)

Students must enroll in the AU grading option and pay an additional fee at the time of registration. The AU grade only documents satisfactory course attendance, not the completion of course requirements and learning outcomes. The AU grade may not be changed to another grading option once the class begins. Courses completed with the AU grade may not be applied toward degree/certificate requirements, do not transfer to other institutions, do not count toward financial aid eligibility, and do not document prerequisite preparation for other courses.

## Withdraw (W) and (Y) Statuses

A "W" status documents a student initiated withdraw effectively removing the student from enrollment for a course. The "W" status indicates that the student's enrollment in the course was discontinued. A "Y" status documents the withdrawal of a student from enrollment in the course by faculty or as an administrative withdrawal.

## **RELATED PROCEDURES**

There are no related procedures.

## **RELATED POLICIES**

[Curriculum, 3.41](#)

## **RELATED INFORMATION**

There is no related information.

## **POLICY HISTORY**

Adopted 4/8/2003

Revised to "Operational" Policy and owner reassigned 3/5/2021

Transferred to PolicyStat 12/1/2021

Modified 8/22/2024