

Roles and Responsibilities

- 1) Students shall be responsible for selecting a grading option for each class they take at OCCC. Students who choose the Pass/No Pass Option must submit a complete Pass/No Pass Grading Option Agreement form to Enrollment Services by the deadline specified for each course each term.
- 2) Students receiving financial aid should consult with the Financial Aid Specialist prior to making a change to their grading option.
- 3) Transfer students should be aware that four-year institutions limit the number of pass/no pass credits that may be applied to a degree and frequently recalculate a student's grade point average by weighting each P as if it were a C or D and each NP as if it were an F from the traditional grade system.
- 4) Students who do not choose the pass/no pass Option will be graded using the traditional grade system using grades A, B, C, D, and F, as defined under "Grade Definitions."
- 5) Students shall be responsible for ensuring the accuracy of their final grades on their academic transcripts.
- 6) Faculty shall inform students regarding their standing in class and refer students to other appropriate OCCC campus resources regarding issues outside the classroom related to tuition, financial aid, and graduation.
- 7) Faculty shall record earned grades for students.
- 8) Through its curriculum process the college may specify whether a specific grading option is available for each course. Therefore, some courses will be offered only with the traditional grade system or the pass/no pass option.
- 9) Students with complaints regarding grading or grades shall meet with the Vice President Student Affairs to seek redress for grading issues. To appeal a final course grade, students shall follow the grade appeal process defined in this catalog.