

## **SCUC Grading Guidelines for DUAL CREDIT Courses:**

Grading policies for dual credit courses in SCUC are aligned to the expectations of Alamo Colleges. Students enrolled in dual credit courses are considered college students while participating in their dual credit classes and may be held to more rigorous guidelines as outlined below. These guidelines reflect general practices of professors at Northeast Lakeview College that allow for collegiate course structure with instructor autonomy to adhere to their governing department at the college.

**Academic Integrity Violations** Academic integrity violations cover conduct involving scholastic dishonesty to include the sale of an academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion and plagiarism. [Click here to see the student code of conduct for Alamo Colleges.](#) Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments and tests, overall course grades and disciplinary penalties in accordance with the Student Code of Conduct. Grades resulting from academic dishonesty may not be dropped or made up; further, student will receive an academic referral to his/her administrator, and parents will be notified. Grades resulting from academic dishonesty may not be dropped or made up; further, student will receive an academic referral to his/her administrator, and parents will be notified.

**Make-Up Work for Absences** Partial Day Absence: If a student is present on campus for any portion of the day an assignment is due, the student is expected to turn in completed work to the teacher on the due date, prior to leaving or upon return to campus. If an extenuating circumstance arises, the teacher should be notified as soon as possible.

**Late Work** Similarly to AP and IB, students benefit greatly from keeping up with the instructional pace of their courses due to the depth and acceleration of the curriculum. In dual credit courses, late work can put a student at an academic disadvantage, as they will not have the foundations needed to progress forward with the instruction provided in class. It is in the best interest for the student to turn in all work on time.

1. Formative Grades: A student may turn work in one school day late with 70% being the maximum grade possible on the late assignment.
2. Summative Grades: Late work will not be accepted for any grade that may be considered summative to include: exams, essays/process papers, projects, etc.
3. Extenuating circumstances may occur that prevent the completion and turning in of assignments on the due date. It is the parent/guardian and/or student's responsibility to inform the teacher of any such circumstances. The teacher may grant exceptions based on these circumstances.

### **Retesting/Corrections**

1. Summative Grades - In efforts to emulate the college environment and expectations regarding assessment, SCUC students will not be allowed to re-test or make revisions/corrections on any assessment, paper or project that will be calculated into the summative portion of the college grade unless extenuating circumstances arise. Should this occur, the student/guardian must contact the instructor immediately to communicate

the situation and make arrangements at the instructor's discretion. Please review your instructor's syllabus for details on assessment as different departments within Alamo Colleges may have slight variations.

2. Formative Grades- As expected in a traditional college setting, students are encouraged to put forth their best effort on all assignments given by their dual credit instructor, as these formative assignments provide information to the instructor regarding student progress toward mastery of the curriculum. Any formative grades that are calculated into the student's college average are not eligible for corrections, revisions, or resubmission.

**Number of Grades Required** When enrolled in a traditional university/college setting, professors select a limited number of assignments and assessments each semester to enter into the gradebook that reflect the level of student mastery and provide a letter grade for the course. In efforts to align to collegiate practices, SCUC dual credit instructors must enter a minimum of three summative grades and four formative grades each 9- week grading period.

**Exam Exemptions** Midterm and Final exams are an integral component of college courses that shows student mastery of information learned throughout the duration of the course. Northeast Lakeview College requires all students to take a comprehensive assessment (Midterm/Final) at the culmination of an academic term. All SCUC dual credit students will be required to take the final exam (no exemptions) unless advised otherwise by your instructor.

Revised July 2020 17