



ACADEMIC POLICY Continuing Progress Grade Policy (AP02-2020)

Continuing Progress Grade Definition: A grade that is provided for academic work demonstrated by reasonable effort, but lacking proficiency level.

POLICY STATEMENT

A Continuing Progress (CP) grade can be assigned to a student who has attended a class regularly and has made reasonable effort toward improvement but is yet to demonstrate proficiency level because of academic difficulty. The course instructor will identify required academic work for the student to complete that should demonstrate passing level of proficiency. A "CP" grade is only awarded to a student who at the end of the course receives a grade that is between the grade point average of 60% - 69% due to academic difficulty. The "CP" grade awarded to a student because of academic difficulty is only applicable until the following dates:

- Fall Semester "CP" – May 30th
- Spring Semester "CP" – October 30th
- Summer Session "CP" – December 30th

Policy Affiliation

The course instructor may recommend to the affected student a Continuing Progress (CP) grade and, if the student agrees, the instructor may provide an extended time of five months for the student to improve academically so that the original grade (between 60-69%) could be improved. The instructor must identify academic requirements that need to be accomplished by the student through the Continuing Progress request form available at the Academic Affairs office. Instructor and the student must both agree on academic requirements and date of submission, and both parties must sign the Continuing Progress request form to demonstrate their agreement. The instructor is the one who will evaluate the student's assigned academic work and submit to the Admissions & Records Office the student's final grade to change the "CP" grade to an evaluative grade symbol of A – F through the Change of Grade form available at the Admissions & Records office. A Continuing Progress grade cannot be changed to a Withdrawal ("W") grade at any time for any reason. If the student does not submit required academic work by the required due date, the instructor will give student the intended grade of (D or F) as the final grade. Student may request for extension due to any extenuating circumstance. An extension requires approval from the Dean of Academic Affairs.

APPROVAL SIGNATURES:

Deikola Olikong
Acting Dean, Academic Affairs
Palau Community College

6/25/2020

Date

Patrick U. Tellei, EdD
President
Palau Community College

6/23/2020

Date