Grading and Performance	**Student Policies**
	Effective Date: September 24, 2019
	Approval Date: September 24, 2019

(1) Students must meet the College minimum attendance, grading, progress and performance criteria, or the criteria defined in program or course syllabi, whichever is greater.

(2) The College minimum progress and grading standard is 70%.

(3) The College minimum attendance standard is 70%.

(4) Instructors will provide written performance standards to students in program and course syllabi.

(5) Student financial sponsors may hold students to a higher performance standard than defined by this policy or those defined in the program orientation.

(6) Instructors will monitor and evaluate student performance records at least monthly and provide appropriate feedback.

(7) Instructors will record course completion in the student information system at the completion of each course.

(8) Students who are dissatisfied with course outcomes may refer to the Student Grievance Policy.

(9) Students who are unable to complete a course by the defined end date may be required to meet with Student Service personnel and instructors to determine eligibility for future classes. If the student is allowed to continue in the program they may enroll in the subsequent course, or re-enroll in the course they failed to complete at the next available course start date. Additional re-enrollment conditions may apply.

(10) Students who do not successfully complete a course may be subject to academic disciplinary action.

(11) Students who are on academic probation may jeopardize sponsorship eligibility.

(12) If a student is approved to re-enroll for a course, the instructor will review previous coursework to determine if any coursework will need to be repeated.

(13) Definitions:

    (a) **Attendance** --- The number of hours that a student was present compared to the number of scheduled hours.

    (b) **Progress** --- The number of hours a student was enrolled compared to the number of hours of coursework (standard hours) completed.