



GRADE POLICY
Grading System for Credit Classes

Policy Statement

In accordance with VCCS Policy 5.6.0 Grading System for Credit Classes:

In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the census date or earlier date as defined and published by the institution must be administratively deleted from the course by the college. Existing college policies regarding tuition refund shall remain in effect.

The grades of A, B, C, D and P are passing grades. Grades of F and U are failing grades. R and I are interim grades. Individual instructors determine criteria for letter grade assignments described in individual course syllabi.

Explanation of Grades

The quality of performance in any academic course is reported by a letter grade, assigned by the instructor. These grades denote the character of study and are assigned quality points as follows:

- A Excellent 4 grade points per credit
- B Good 3 grade points per credit
- C Average 2 grade points per credit
- D Pass 1 grade point per credit
- F Failure 0 grade points per credit

I - Incomplete

No grade point credit. The "I" grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 60% of the course

requirements and attendance and (2) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student.

In assigning the “I” grade, the faculty member must complete documentation that

1. states the reason for assigning the grade;
2. specifies the work to be completed and indicates its percentage in relation to the total work of the course;
3. specifies the date by which the work must be completed; and
4. identifies the default (B, C, D, F, P, R, or U) based upon course work already completed.

Completion dates may not be set beyond the last day of the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation. Colleges will establish procedures to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Chief Academic Officer of the campus.

W - Withdrawal

No credit. A grade of withdrawal indicates an official withdrawal from a course after the last date to be eligible for a refund.

X - Audit

Student desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course. Audited courses carry no credit and do not count as a part of the student’s course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than “X”. Advanced standing credit should not be awarded for a previously audited course.

Grade Point Average (GPA)

GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The cumulative GPA includes all courses attempted. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

Grading-Developmental Studies Courses

A grade of S is assigned for satisfactory completion of developmental studies courses numbered 1-9 and ESL courses. S grades are not included in GPA calculation. Students making satisfactory

progress but not completing all of the instructional objectives for a developmental studies course or an ESL course will be graded with an R (re-enroll) and must re-enroll to complete the course objectives. Students not making satisfactory progress in a developmental studies course or an ESL course will be graded U. Students should consult with the instructor to determine the subsequent sequence of courses for students receiving a grade of U.

R - Re-enroll

No grade point credit: the “R” grade may be used as a grade option, in developmental and ESL courses only, to indicate satisfactory progress toward meeting course objectives. To complete course objectives, students receiving an “R” grade must re-enroll in the course and pay the specified tuition.

S - Satisfactory

No grade point credit. Indicating satisfactory completion of course objectives, this is used only for developmental studies courses numbered 01-09 and English as Second Language (ESL) courses 11-16.

U – Unsatisfactory

No grade point credit (applies to developmental studies courses numbered 01-09 and ESL courses numbered 11-16).

Grade Reports

Grade reports are available to students by the published date each semester. Students must access the student information system to view their grade report.

Procedures

N/A

Responsible Office

Authority for interpretation of this policy rests with the Vice President of Academic and Student Affairs.

Institutional Responsibilities

Faculty: Individual instructors determine criteria for letter grade assignments described in individual course syllabi, in accordance with this policy.

Other Information

The Learning Governance Committee developed this policy based on policy language published in the College Catalog.

Document History:

Approved: K. Blosser, March 31, 2022, reflecting policy in College Catalog