

DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

GRADING SYSTEM

POLICY 5.2.4

I. Student Evaluation

Methods of evaluation of a student's work may differ widely from class to class and among faculty members. Evaluation instruments or methods should reflect the objectives of the College and the course being taught. Students will be informed during the first week of class of the requirements for the course, methods of evaluation and the way their final grade will be determined. Each instructor determines the relative value of each evaluation instrument to be used.

II. Grading System

In order to keep students informed of academic progress, various grades are used. Courses for which quality points are not earned (pre-curriculum courses designed to assist the student in obtaining needed academic background) are taken on a Satisfactory (SA, SB or SC), Unsatisfactory (U), Pass (P) or Repeat (R) basis. Internship courses (courses designed to allow the student to gain meaningful cooperative occupational experiences in which the employer is involved in the student's grading) are taken on a Pass/Fail (P/F) basis.

Grading system with grade descriptions.

Grade A	The student has, in a superior way, met the objectives established for the course. Quality Points = 4 per semester hour.
Grade B	The student has more than adequately met the objectives established for the course. Quality Points = 3 per semester hour.
Grade C	The student has adequately met the objectives established for the course. Quality Points = 2 per semester hour.
Grade D	The student had minimally met the objectives established for the course. Quality Points = 1 per semester hour.
Grade F	The student has failed to meet the objectives established for the course. Quality Points = 0 per semester hour.
Grade I	The student has completed the major portion of the course and due to extenuating circumstances, has not been able to complete all the requirements. The student should be able to complete the course with minimal assistance from the instructor. Quality Points = no quality points awarded. The student is responsible for contacting the

	instructor to make arrangements for completing the requirements for removing the “I” grade. If the student is unable to reach the instructor, the student should contact the instructor’s immediate supervisor, as indicated in the course syllabus. If the “I” grade is not removed by the end of the 12 th week following the semester in which it was given, the grade will automatically be converted to a grade of “F”, unless an exception is approved due to extenuating circumstances.
Grade IE	Consistent with assignment of the grade of I, as indicated above, Incomplete Emergency (IE) is used to document the student impact of an emergency situation broadly affecting the College, its service area, and student population (e.g. COVID-19 pandemic). The grade of IE is assigned when the student has not been able to complete the course requirements in the semester enrolled, and needs additional time and/or support that may exceed the timeframe and/or support provided when a grade of “I” is assigned. Quality Points = no quality points awarded.
Grade SA	The student has, in a superior way, met the objectives established for a pre-curriculum course. Quality Points = no quality points awarded.
Grade SB	The student has more than adequately met the objectives established for a pre-curriculum course. Quality Points = no quality points awarded.
Grade SC	The student has adequately met the objectives in a pre-curriculum course. Quality Points = no quality points awarded.
Grade U	The student has failed to meet the objectives established in a pre-curriculum course. Quality Points = no quality points awarded.
Grade P	The student met the objectives established for a pre-curriculum course or the student has met the objectives of a course, designated in the College’s catalog, as one in which students are graded Pass (P) or Fail (F). Quality Points = no quality points awarded.
Grade P1	The student has adequately met the objectives in a pre-curriculum course. Quality Points = no quality points awarded.
Grade P2	The student has adequately met the objectives in a pre-curriculum course. Quality Points = no quality points awarded.
Grade P3	The student has adequately met the objectives in a pre-curriculum course. Quality Points = no quality points awarded.
Grade R	The student failed to meet the objectives established for the pre-curriculum course and must repeat the course. Quality Points = no quality points awarded.
Grade AU	Grade assigned for an audit in a curriculum course. Quality Points = no quality points awarded
Grade W	Grade assigned when the student initiates a request to withdraw prior to the 75% point of the course, or when the student is

	administratively withdrawn from a course. Quality Points = no quality points awarded.
Grade WE	A grade of Withdraw Emergency (WE) is assigned when a student is unable to complete course requirements due to an emergency situation broadly affecting the College, its service area, and student population (e.g. COVID-19 pandemic). The grade of WE may be assigned by the College as a result of a student-initiated or administrative withdrawal to document the student impact of an emergency situation. Quality Points = no quality points awarded.
Grade CE	Grade assigned when the student receives credit for a course through challenge examination. Quality Points = no quality points awarded.
Grade CR	Grade assigned when curriculum credit has been granted for students completing continuing education course. Quality Points = no quality points awarded.
Grade SR	Grade assigned for students 65 years or older who choose to audit a course. Quality Points = no quality points awarded.
Grade S	The student has satisfactorily met the objectives in a continuing education course. Quality Points = no quality points awarded.
Grade N	Grade assigned when student never attend a continuing education course. Quality Points = no quality points awarded.
Grade CH	The student has completed this number of contact hours in a continuing education course. Quality Points = no quality points awarded.

III. Grade Point Average

Academic progress is based on a 4.0 cumulative grade point average (GPA) system. Only courses completed at the College are calculated in the student's GPA.

- A. A term GPA is calculated each semester and is used to determine eligibility for Dean's List and Academic Alert, Probation and Suspension.
- B. Program GPA is calculated using only the grades for courses included in the student's program of study and is used to determine eligibility for graduation. A final Program GPA of 2.0 is required for graduation with a degree, diploma or certificate.
- C. Cumulative GPA is calculated using grades from every course the student has completed at the College and is used to determine Honors and High Honors upon graduation.

Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned by the number of semester credit hours attempted. The highest grade earned in a course will be used to calculate GPA.

IV. Grade Changes

Assigning grades to a student is the responsibility of the instructor of the course in which the student is registered. Once assigned, grades may be changed only when an authorization for the change is approved by the instructor or the appropriate academic administrator for the discipline area in which the course is taught. The change shall then be submitted to the Student Records Office. In cases where the instructor cannot be consulted, the instructor's immediate supervisor, as identified in the course syllabus, will act in the instructor's place.

V. Grade Forgiveness

Students who return to the College after being away for a minimum of 36 consecutive months (three years) and wish to make a fresh start in pursuing educational goals may apply for grade forgiveness. Grade forgiveness allows for "F" or "WF" grades earned at the College three or more years prior to current enrollment to be eliminated from the program and cumulative GPA calculations. To qualify for grade forgiveness, a student must meet the following criteria:

- A.** Not have been enrolled at the College for a minimum of three years prior to current enrollment.
- B.** Be currently enrolled in curriculum courses.
- C.** Have successfully completed a minimum of 12 semester hours of credit coursework with a grade of "C" or higher after returning to the College.

Additionally, the following provisions apply regarding grade forgiveness:

- A.** Grades earned at other colleges cannot be forgiven.
- B.** Students may apply for grade forgiveness one time during their academic career at the College.
- C.** If the previous course is no longer being offered at the College and the student has successfully completed another course, that grade will be used as a substitute.
- D.** Forgiven grades remain on the transcript but are not calculated in the program or cumulative GPA.

To request grade forgiveness, students are required to complete an Application for Grade Forgiveness and submit it to the Student Records Office. Students will be notified through their College email of the decision, and in cases of approval, GPA recalculation will be made.

Adopted: April, 2020

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