



Grading Systems for Credit Classes Procedure

Procedure Number: 201P

Responsible Office: Academic Affairs

Forms: Form 125-076 - I Grade Request Form; [Form 125-012 Auditing a Class: Permission to Audit](#); [Form 125-013 Course Repeat Request](#)

Effective Date: 8/23/24

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1. Purpose

To outline the process and procedures for [VCCS Policy 5.6.0 Grading Systems for Credit Classes](#) including GPA calculation, Audits, and Incomplete.

2. Definitions

Course Repeatable for Credit in the VCCS Master Course File: Those courses designed to develop and maintain proficiency in the visual and performing arts, or to meet requirements for certification or recertification in allied health or applied technology fields. Examples are applied music courses, automotive emissions inspection courses, and theater workshops.

General Usage Courses: Courses numbered 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; or 99-199-299.

Grades: The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. The grades of "A," "B," "C," "D," "P," and "S" are passing grades. Grades of "F" and "U" are failing grades. "R" and "I" are interim grades. Grades of "W" and "X" are final grades carrying no credit.

Grade Point Average: The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. GPA calculations only include grades earned at NOVA, unless specifically noted in an articulation agreement with another college.

3. Procedure

Final course grades are obtained through NOVAConnect. Grade reports are not mailed. These final grades are a part of students' permanent record for credit activities.

Grade Point Average Calculations

Grades 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 = Poor - 1 grade point per credit

F = Failure - 0 grade points

I = Incomplete - No grade point credit. The incomplete ("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 have satisfactorily completed more than 60 percent of the course requirements and attendance, and 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.

P = Pass – No grade point credit. Applies only to non-developmental courses. The "P/U" grading option may be used for an entire section of any course but not for an individual student within a course. Use of this grade must be approved by the academic dean. Grades of "P" are not included in grade point average calculations. Only seven credit hours of "P" grades may be applied toward graduation. This maximum may be extended to 15 credit hours for an approved experiential learning program such as PLACE (SDV 298).

R = Reenroll – No grade point credit. The reenroll "R" grade may be used as a grade option in College ESL courses only to indicate satisfactory progress toward meeting course objectives. In order to complete the course objectives, students receiving an "R" grade must reenroll in the course and pay the specified tuition. The "R" grade may be given only once per course.

S = Satisfactory – No grade point credit. Used only for satisfactory completion of a developmental studies course (numbered 1–9) or any College ESL course. Grades of "S" are not included in grade point average calculations.

U = Unsatisfactory – No grade point credit. Applies to non-developmental courses being offered with a "P/U" grading option, as well as to developmental studies, ESL courses, noncredit courses, and specialized courses and seminars at the discretion of the College. The "P/U" grading option may be used for an entire section of any course, but not for a single individual student within a course.

W = Withdrawal – No grade point credit. A grade of "W" is awarded if a student withdraws or is withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. After the 60 percent point, the student will receive a grade of "F" except under mitigating circumstances that must be documented.

X = Audit – No grade point credit. Students auditing a course may attend without taking examinations or receiving credit for the course. Permission of the instructor and the academic dean is required to audit a course no later than the census date for the course.

Semester Grade Point Average: Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

Cumulative Grade Point Average: Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing.

Curriculum Grade Point Average: A Curriculum or Program GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum.

Course Repeats and GPA Calculations

The policy governing the impact of repeated courses on GPA changed for the Fall of 2021, so there are currently two different methods of calculating the impact of a repeated course on a student's GPA based on when a student first took the class that is being repeated for credit:

- For students who completed a course during any semester from Fall 1988 to Summer 2021 and subsequently repeated that course, only the last "A" through "F" grade earned, not the higher of the two grades, is counted in computing the cumulative or curriculum grade point average (GPA) and for satisfying curricular requirements.
- For students who completed a course during any semester from Fall 2021 and beyond, and subsequently repeated the course, the highest "A" through "F" grade earned is counted in computing the cumulative and curriculum GPA and for satisfying curricular requirements.

If the subsequent grade is a "W," "X," or "I," it does not replace the grade earned previously. When a course is repeated and the grade of "F" is earned, all grades, credits attempted, credits completed, and quality points for previous enrollments in that course are no longer applicable. Grades of "W," "X," and "I" shall not count as first or subsequent attempts for purposes of GPA calculation.

The course repeat and GPA recalculation processes are run once at the end of each semester after the grade submission deadline has passed.

A graduate's curricular/program and cumulative GPAs and Honors designations at the time of graduation will remain unchanged if the graduate repeats a course.

A student is not entitled to repeat a course that is no longer offered by the College. If the course has been replaced, the replacement course may be used in calculating the curriculum grade point average, but the grade in the previous course will be counted in the cumulative grade point average.

Students are advised that other colleges may recalculate the GPA to include all courses, including those that NOVA does not count in the GPA.

Incomplete "I" Grade

1. Requirements for satisfactory completion shall be established through consultation between the faculty member and the student and documented on the "I" Grade Assignment Form (125-076). The student will be provided a copy of the documentation.
2. In assigning the "I" grade, the faculty must complete documentation that
 - a. states the reason for assigning the grade;
 - b. specifies the work to be completed and indicates its percentage in relation to the total work of the course;



- c. specifies the date by which the work must be completed; and
 - d. identifies the default grade ("B," "C," "D," "F," "P," "R," or "U") based upon course work already completed.
3. Completion dates may not be set beyond the last day of the subsequent semester (to include summer term) without written approval of the Provost.
 4. All "I" grades that have not been changed by the faculty member through the normal grade change processes by the deadline are subsequently changed to the default grade assigned by the faculty member.
 5. An "I" grade will be changed to a "W" only under documented mitigating circumstances which must be approved by the appropriate Provost.

Audit

1. Students wishing to change status in a course from credit to audit, must complete NOVA [Form 125-012 Auditing a Class: Permission to Audit](#) and have it signed by the instructor and the academic dean no later than the census date for the course. After this day, the audit grade X is invalid for students enrolled for credit.
2. Senior citizens eligible for free tuition should use form 105-088 instead.
3. Students who wish to earn credit for a previously audited course must retake the course by reenrolling in the course for credit and paying normal tuition to earn a grade other than "X." Advanced standing credit should not be awarded for a previously audited course.
4. Changes to enrollment may affect benefits eligibility and result in financial liability for veterans and students receiving financial aid. Recipients of Veterans' Educational Benefits must notify the campus Veteran's Office of all changes in enrollment within 24 hours. F-1 students may audit as long as they are also enrolled for at least 12 graded credits.
5. Dual Enrollment students are not eligible to audit classes ([VDOE's Virginia's Plan for Dual Enrollment](#)).