

GRADES

Policy Number: 201

Categorized: [Academic](#)

Responsible Office: Chief Academic Officer

Subject: Grading system for credit classes

Related Policies: [Incomplete "I" Grade](#), [Repeating a Course](#), [Student Grievances](#), [Taking Roll/Never Attending Students](#)

Procedures: N/A

Additional Information:

Effective Date:

Last Reviewed Date: 06/21/2021

1. Scope

This policy applies to all credit classes.

2. Policy Statement

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 remote learning course. In a remote 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. The College will administratively drop students who enroll in a course but do not attend a minimum of one class meeting or the online learning equivalent by the census date. Existing College policies regarding tuition refund shall remain in effect.

Grades

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.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These 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. See Incomplete "I" Grade Policy.

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 developmental and 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.

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.

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. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements unless the course is designated repeatable for credit in the Master Course File or is a General Usage course. In instances of courses designated as repeatable for credit or General Usage courses, all grades/credits are counted in the computation of the cumulative grade point average. See Repeating a Course Policy. Grades of "S," "P," "U," "W," "X," and "I" shall not count as first or subsequent attempts when calculating cumulative GPA. Also, "W," "X," and "I," courses do not count as attempts for course repeats. Courses "P," "U," and "S," do count as attempts for course repeats. Courses that do not generate grade points are not included in credits attempted.

Curriculum Grade Point Average: A curriculum 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. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

Grades are obtained through NOVAConnect. Grade reports are not mailed.

3. Definitions

N/A

4. Procedures

N/A

5. Authority

VCCS Policy 5.6.0 Grading System for Credit Classes