

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4398**

**SUBJECT:** Student Grades and Grade Point Average Requirements for Graduation

**REFERENCE:** Title 135, Procedural Rule, Series 22, West Virginia Council for Community and Technical College Education , Grade Point Average for Associate and Certificate Degrees

**ORIGINATION:** November 20, 2002

**EFFECTIVE:** February 18, 2014

**REVIEWED:** October 7, 2013

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to establish and communicate the grading system used by Southern West Virginia Community and Technical College, as well as the grade point average required for graduation with an associate degree or certificate.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all students and employees of the college.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements as stated in section 6.3.5 in order to earn a certificate and /or an associate degree.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Further information pertaining to grades, degrees and graduation is provided in the college catalog. To the extent that information in the catalog may conflict with this policy, this policy supersedes that information.

**SECTION 6. GENERAL PROVISIONS**

6.1 The following grades are used by the College:

<u>Letter Grade</u>	<u>Description</u>	<u>Quality Points Per Credit Hour</u>
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0

F	Failing	0.0
W	Withdrawal	None
I	Incomplete	None
CR	Credit	None
NC	No Credit	None
AU	Audit	None

6.1.1 Withdrawal: A student withdrawing from a course by the established deadline for withdrawal will receive a grade of “W.” After the last day to withdraw, a student will not be permitted to drop the course and will receive the final grade the student earned.

6.1.2 Incomplete Grade: A student may receive an Incomplete “I” grade for a course if that student has successfully completed the majority of the academic requirements and is unable to complete the course due to unforeseen or uncontrollable circumstances. The instructor for the course must submit Incomplete Grade Forms to the Department Chair for approval before an “I” grade may be recorded. The student does not re-register for the course in which the “I” grade was received but must complete the requirements for the course within the next full trimester or the “I” grade will automatically be changed to a grade of “F”. The final grade for the course will be assigned by the instructor and the grade change must be approved by the Department Chair and forwarded to the Registrar. The instructor must file the specific forms for a final grade change with the Records Office to complete the process.

6.2 The grades earned by a student are determined by the instructor of the course and can be changed only upon the latter’s recommendation with final approval by the Chief Academic Officer, except as follows:

6.2.1 As set forth above, the Department Chair must approve a grade of “I” and must approve the final grade once the work missed is satisfactorily completed.

6.2.2 The Chief Academic Officer may, only upon recommendation of the Grievance Committee, change a grade determined to have been awarded in an unfair manner.

6.3 At the close of each semester, the instructor shall evaluate each student enrolled in his or her assigned class.

6.3.1 The Registrar shall provide notice to each faculty member regarding deadlines when final grades must be submitted. Deadlines must be met to facilitate decisions with regard to registration, probation, sequence of classes, prerequisites and graduation requirements.

6.3.2 Grades shall be submitted as follows:

6.3.2.1 Full-time faculty shall submit grades through entry in the BANNER System; and

6.3.2.2 Adjunct faculty will submit a signed grade report on, or prior to, the deadline to the appropriate Campus Records Office with a copy sent concurrently to the Department Chair; and

- 6.3.2.3 Both full-time and adjunct faculty must make available, if requested by the Department Chair, Dean, or Chief Academic Officer, documented evidence of class attendance and performance records. This is necessary and valuable in the event of student grade appeals. All examinations or other graded assignments not returned to students must be maintained by the faculty member for one succeeding semester.
- 6.3.3 If a grade of “I” has been given, the instructor must file the specific forms for a final grade signed by the Department Chair with the Campus Records Office once the missed work is satisfactorily completed.
- 6.3.4 In calculating a student’s grade point average, all assigned letter grades “A” through “F” will be used. The grade point average is calculated on all work for which the student has registered with the exception of courses with grades of “W,” “I,” “CR,” “NC,” and “AU” and courses repeated (see “D” and “F” Repeat Provisions and Academic Forgiveness Provision). The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted.
- 6.3.5 Those students who successfully complete the requirements for a degree or certificate with a grade point average of 2.00 or better are eligible to graduate. Some programs require that students earn a minimum grade of a “C” in certain courses taken in order to graduate with a degree or certificate in that program area.
- 6.3.6 The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:
  - 6.3.6.1 Courses from which the student has withdrawn.
  - 6.3.6.2 Courses in remedial/developmental (transitional studies) education.
  - 6.3.6.3 Courses taken on a credit/no credit basis where credit is earned.
  - 6.3.6.4 Courses taken on an audit basis.
  - 6.3.6.5 Courses which have been repeated under the “D/Ɔ F Repeat Provision” of this policy.
  - 6.3.6.6 Courses which are covered under the “Academic Forgiveness Provision” of this policy.
- 6.3.7 “D” and “F” Repeat Provision: If a student earns a grade of “D” or “F” on any course taken no later than the semester or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of a degree or certificate, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the student’s grade point average. The original grade shall not be deleted from the student’s permanent record.
- 6.3.8 Discretionary Academic Forgiveness Provision: This provision is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the “D” and “F” repeat provision is not applicable. The conditions for academic forgiveness are as follows:

- 6.3.8.1 The student seeking academic forgiveness must not have been enrolled on a full or part-time basis for more than twelve (12) hours during any semester or term at any higher education institution for a period of four consecutive calendar years prior to the request for academic forgiveness. Only “D” and “F” grades received prior to the four-year, non-enrollment period may be disregarded for grade point average calculation.
  - 6.3.8.2 In order to receive a degree or certificate the student must complete at least fifteen (15) additional credit hours through actual course work at Southern after the non-enrollment period, earn at least a 2.00 grade point average after the non-enrollment period and satisfy all degree or certificate requirements. Grades disregarded for grade point average computation will remain on the student’s transcript.
  - 6.3.8.3 This policy pertains only to the grade point average required for graduation and does not pertain to the grade point average calculated for special academic recognition, graduation with honors, admission requirements for particular programs or any other academic related standards.
  - 6.3.8.4 To implement this policy, the student must submit a written request to the Chief Academic Officer. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from grade point average calculation. The Chief Academic Officer may accept, modify or reject the student’s request.
  - 6.3.8.5 In instances where a student requests and gains academic forgiveness from another higher education institution and then transfers to Southern, Southern is not bound by the prior institution’s decision to disregard grades for grade point average calculation.
- 6.3.9 The academic forgiveness policy for the Board of Governors Associate in Applied Science Adult Completion Program differs from that specified above. Per the West Virginia Council for Community and Technical College Education Administrative Guidelines for this program, all F’s earned in College courses earned four or more years before admissions to program are disregarded from the computation of the graduation grade point average. The “F” grades will not be deleted from the transcript. The “D” and “F” Repeat Provision shall also apply if applicable.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 The Chief Academic Officer shall cause the terms of this policy to be observed.

## **SECTION 8. CANCELLATION**

- 8.1 SCP-4397, Student Grades and Related Concerns, September 1, 2000; SCP-4520, Submitting Student Grades by the Faculty to the College’s Student Records Office and Authority for Changing Student Grades, September 1, 2000; and SCP-4520.A, Final Grade Report Form, September 1, 2000

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**            None.

**Distribution:**            Board of Governors (12 members)  
                                  www.southernwv.edu

**Revision Notes:**        October 2013 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity.