

**Procedure 3.0905**

**Grading System Procedure**

**Curriculum**

Final course grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual faculty members or instructor of record. Specific grading procedures, including a numerical scale, will be stated in each course syllabus. Deans are responsible for ensuring that grading policies are consistent within each division.

Letter	
<b>A</b>	Excellent
<b>B</b>	Very Good
<b>C</b>	Satisfactory
<b>D</b>	Poor
<b>F</b>	Failing
<b>AU*</b>	Audit
<b>CE*</b>	Credit by Examination
<b>I</b>	Incomplete
<b>P</b>	Pass
<b>R</b>	Re-enroll
<b>W*</b>	Withdrawal
<b>NA*</b>	Never Attended
<b>TR*</b>	Transfer Credit from NCCCS
<b>XT*</b>	Transfer Credit from outside NCCCS
<b>NC*</b>	Non-course Credit

\*Only assignable by the Curriculum Registrar’s Office.

Incompletes are assigned when a student fails to complete the work for a course due to unavoidable reasons. An incomplete which is not removed by the end of the next term becomes an *F*. The *R* grade is used only for developmental classes.

College liaisons will collect numerical course grades for all dually enrolled high school students for dissemination to high school administration.

Co-requisite curriculum English and Math courses offered under RISE are graded using letter grades of P and F.

**Continuing Education**

Final grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual Continuing Education instructors. Specific grading procedures, which may include an applicable numerical

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scale, will be stated in each course syllabus. An approved Continuing Education grade legend is provided on the [Continuing Education Attendance Sheet Form](#). Continuing Education directors are responsible for ensuring that grading procedures are consistent in all courses.

Letter	
<b>S</b>	Satisfactory
<b>NA**</b>	Never Attended
<b>I</b>	Incomplete
<b>U</b>	Unsatisfactory
<b>W**</b>	Withdrawn
<b>AU**</b>	Audit the Course
<b>SR**</b>	Senior Audit
<b>P1</b>	Passed Tier 1 of Transitions Math/English
<b>P2</b>	Passed Tier 2 of Transitions Math/English
<b>P3</b>	Passed Tier 3 of Transitions Math
<b>R</b>	Did not complete Tier in Transitions Math/English

\*Only assignable by the Continuing Education Registration and Records Office.

A student who incurs course absences in excess of twenty five percent (25%) of the class hours for that course may be withdrawn from the course (without credit). If attendance by itself is the sole criteria, a student who incurs course absences in excess of ten percent (10%) of the class hours for that course may be withdrawn from the course (without credit). Any continuing education certification classes governed by a state or federal accrediting body may have attendance procedures that supersede the College's procedures.

Transition English and Math courses offered through College and Career Readiness are graded using grades of P1, P2, P3, and R.

Grades earned in continuing education courses are not included in GPA calculations.

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### References

**Legal References:** *Enter legal references here*

**Cross References:** [Academic Policy](#)  
[Incomplete Grade Assignment Procedure](#)

### History

**Leadership Council Review/Approval Dates:** *8/17/2018, 12/12/2019*

**Senior Staff Review/Approval Dates:** *05/18/2016, 02/05/2018, 10/22/2019*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*