

VIRGINIA WESTERN COMMUNITY COLLEGE

I – ACADEMIC & STUDENT AFFAIRS POLICIES

I-18 – GRADING POLICY

Policy Number: I-18

Last Reviewed: February 18, 2016

Responsible Dept.: VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS

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 denote the character of study and 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 per credit

Other grades may be assigned to include **I** Incomplete; **P** Pass; **S** Satisfactory; **R** Re-enroll; **U** Unsatisfactory; **W** Withdrawal and **X** audit. These grades are not included in the calculation of grade point averages. Courses graded with an S, R, U, or X will not result in the award of credits.

Faculty have the prerogative to establish how each letter grade is determined in their courses. The grading requirements, including grading scale, must be documented in the course syllabus. Virginia Western does not have a college-wide grading scale, but leaves this to the discretion of the teaching faculty.

Once a grade is awarded, it is normally permanent. In situations where there are documented, mitigating circumstances or an uncontested error, grade changes must be requested within one year of receipt of the grade in question. For contested grades, students are allowed to submit a grade appeal only if they do so within one month after the grade is posted. Information regarding final grade appeals are found in the [Student Grievance Policy](#). Virginia Western's grade plan is reviewed annually under the supervision of the College Registrar and the Vice President of Academic and Student Affairs.

18.1 No Show Policy

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 distance learning course. In a distance 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.

Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the census date will be administratively deleted from the course. In this case, there will be no tuition refund for the course. Students who are dropped from a course by the instructor for non-attendance cannot be reinstated unless instructor error is determined.

18.2 Withdrawal Policy

A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the drop period, but prior to the completion of 60% of the session. Students who cease attendance prior to the withdrawal deadline may be withdrawn from the class. Students who are withdrawn by the instructor for non-participation cannot be reinstated unless instructor error is determined.

After the completion of 60% of the session, a student who withdraws or is withdrawn from a course is assigned a grade of "F". Exceptions to this policy may be made under mitigating circumstances with supporting documentation. Students seeking an administrative withdrawal must submit a *Request for Administrative Withdrawal*.

18.3 Incomplete Grade Policy

The grade "I" 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", the student must (1) have satisfactorily completed more than 60% of the course and attendance requirements and (2) must request the faculty member 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. Since the "incomplete" extends the enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student.

In assigning the "I" grade, the faculty member must submit an *Incomplete Grade Contract* that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which work must be completed and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon the coursework already completed. Completion dates may not be set beyond the last day of the subsequent semester (to include summer term).

If the work is not completed in accordance with the dates outlined in the *Incomplete Grade Contract*, the student will be awarded the default grade. The default grade will be final. At the end of each term, all outstanding "I" grades will be changed to the default grade prior to final grade processing.

18.4 Audit Policy

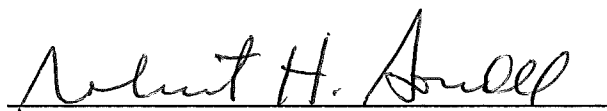
Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the academic dean or the College Registrar on the *Audit Approval Form* is required to audit a course.

Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course.

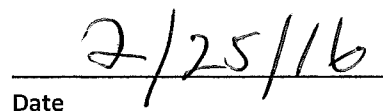
Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than "X". Advanced standing credit cannot be awarded for previously audited courses.

Review/Revised: 12/2012; 1/2014; 7/2014; 2/2016

Approved by



Robert H. Sandel, Ed.D.
President



Date

REQUEST FOR ADMINISTRATIVE WITHDRAWAL

Enrollment Center • 3094 Colonial Ave., SW • Roanoke, VA 24015-4704
Phone: 540-857-7231 / Fax: 540-857-6163

Prior to requesting an administrative withdrawal, please review Virginia Western's withdrawal policy at <http://www.virginiawestern.edu/about/policies/I-18.php>.

Administrative withdrawals must be requested prior to the end of the semester. Students requesting administrative withdrawals once final grades have been awarded will be directed to submit a formal request for a grade change.

Administrative Withdrawal Request Procedure

1. Complete the remainder of this form and obtain signatures from your instructor(s).
2. Submit this completed form along with the documentation of your mitigating circumstance to the Enrollment Center.
3. Monitor your Virginia Western email account for updates regarding the result of your request.

Name	
EMPL ID	
Semester	Courses

STUDENT: Please describe your mitigating circumstance. Supporting documentation must be included.

INSTRUCTOR: Was this student making satisfactory progress on their last date of attendance?

Yes No

Instructor Signature

Last Date of Attendance

Course

Comments:

Yes No

Instructor Signature

Last Date of Attendance

Course

Comments:

Yes No

Instructor Signature

Last Date of Attendance

Course

Comments:

Yes No

Instructor Signature

Last Date of Attendance

Course

Comments:

Approve Deny

Coordinator Of Enrollment & Advising Services/Designee

Date