



## College of The Albemarle Policy

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**Title: Grading System**

**Related Policy and Procedures: Policy 5.2.5 Grade Appeal**

**Division of Responsibility: Learning; Student Success and Enrollment Management**

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### I. COURSE SYLLABUS

Each course syllabus will explain assessment methods used and describe how final grades will be calculated. Attendance requirements and other academically related requirements, along with their relationships to final grades, shall be clearly stated in the course syllabus and/or program handbook.

### II. GRADING

#### A. Curriculum

Students receive grades in each curriculum course at the end of the semester as indicated below. Students access final grades electronically via the College's approved grade reporting/student information system.

Grade	Interpretation	Quality Points per Semester Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D*	Marginal	1
F	Failure	0

\*A Grade of "D" may not be a passing grade in some courses and programs. Only courses with a grade of "C" or higher will fulfill the College's transfer degree requirements in compliance with state transfer articulation agreements.

Developmental courses offered by the college are not assigned a grade of D. The grades to be assigned for these courses are A, B, C, or F. Grades for these courses are not included when computing grade point averages.

GRADE Interpretation



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Incomplete "I" – The grade of "I" will be awarded when the student is unable to complete the final course requirements or the final exam due to circumstances outside the control of the student. All incomplete grades must be removed by the end of the semester following the one in which the Incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes the summer semester). If not removed within this time, the Incomplete becomes a Failure (F). Grades of "I" are not computed in the GPA until they have been converted to a letter grade. Some programs and courses require successful completion of prerequisite courses prior to enrollment. An "I" grade will not satisfy the prerequisites to such requirements.

The student's last date of attendance is required when entering "F" and "I" grades.

Withdrawal "W" – either voluntary by the student or administratively by the instructor.

Audit "AU"- Will be interpreted as an official statement of intent to audit the course at the time of registration. No grade points are awarded for an audit.

#### **B. Continuing Education**

Students receive grades in each continuing education course at the completion of the class in which they are enrolled. Grades typically used in continuing education programs or courses are listed below. It should be noted that some continuing education programs may utilize the same letter grade system as curriculum courses. Continuing Education course grades do not factor into a grade point and quality point system:

- "S" - Satisfactory or Passing
- "U" - Unsatisfactory or Failure
- "W" - Withdrawal
- "AU" – Audit

#### **III. GRADE POINT CALCULATION**

Grade points are computed by multiplying the number of quality points of a course grade by the number of credit hours for the course in which the grade was earned. The grade point average (GPA) may be determined by adding the grade points for all courses and dividing by the total number of credit hours attempted.



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The example below shows how these calculations would be made for someone who took two 3-credit hour courses and one 2-credit hour course and earned grades of A, B and C.

Quality points of a course grade	Multiplied by:	Number of credit hours of the course.	= Grade Points
4 (A)	x	3	12
3 (B)	x	2	6
2 (C)	x	3	6

Total of Grade Points for all courses	Divided by:	Total Number of credit hours <i>attempted</i> .	= Grade Point Average (GPA)
24 (for the one course above)	/	8	3.0 GPA

#### IV. GRADE VERIFICATION AND SUBMISSION

Faculty assign and submit final grades through the electronic signature process to the Registrar via the College's approved grade reporting/student information system by the established due dates and times.

June 13, 2023

December 10, 2024

December 10, 2024

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**