



College of The Albemarle Procedure Procedure Number: 3-21.1P

Pages: 1 of 6

Title: Grading, Grade Reports and Grade Appeals

Related Policy and Procedures:

Division of Responsibility: Division of Learning

October, 1994;

February, 2003; February, 2013

April, 2015

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

It is the policy of College of The Albemarle to establish specific guidelines on grading and standards of progression, honors, probation, and attendance.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES for Grades and Grading

- A. 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.
- B. Grading
Students receive grades in each curriculum course at the end of the semester as indicated below. Students access final grades electronically via WebAdvisor.

<u>Grade</u>	<u>Interpretation</u>	<u>Quality Points per Semester Hour</u>
A	Superior	4
B	Above Average	3
C	Average	2
D	Poor, but passing	1
F	Failure	0



College of The Albemarle Procedure Procedure Number: 3-21.1P

Pages: 2 of 6

GRADE Interpretation, continued

“I”	Incomplete – a deficiency in the quantity of work accomplished 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.
“W”	Withdrawal – either voluntary by the student or administratively by the instructor.
Audit	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.
P or R	Some courses offered by the college are graded on a Pass (P), Repeat or Re-enroll (R) basis. This is indicated on the course description. Grades for these courses are generally assigned as indicated below and are not included when computing grade point averages.

C. 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.

The example below shows how these calculations would be made for someone who took two 3-credit courses and one 2-credit 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 <u>attempted</u> .	= Grade Point Average (GPA)
24 (for the one course above)	/	8	3.0 GPA



College of The Albemarle Procedure Procedure Number: 3-21.1P

Pages: 3 of 6

D. Grade Verification and Submission

Faculty assign grades for their courses and submit final grades electronically to the Director, Enrollment Services/Registrar by the established due dates and times. Grades are verified and submitted, as per College Policy 5-23, by logging into WebAdvisor and submitting final grades through the electronic signature process to the Director, Enrollment Services/Registrar by the established due dates and times.

E. Grade Appeal

Evaluation of student performance is based upon the professional judgment of faculty. Faculty members are responsible for ensuring students are free from arbitrary, capricious, or erroneous grading. Only a final course grade may be appealed. Appeals of attendance and other academically related requirements which impact final grades shall fall under this grade appeal procedure. Only the student who receives the grade may appeal the grade; the appeal must justify the need for a change of the grade based on one or more of the following three criteria:

- **Arbitrary:** The grade awarded represents a substantial departure from accepted academic norms and was assigned in a manner that was not clearly articulated or was inconsistent with stated standards.
- **Capricious:** The grade awarded was motivated by bias or some other basis other than performance in the course and is not indicative of the student's academic performance; or was assigned in a manner other than those used for other students in the course.
- **Error:** The instructor made a mistake in calculation or other clerical error in submission of the grade

F. Grade Appeal Procedures

1. Informal Appeal Procedure

A student who decides to contest a course grade must initiate the informal appeals process with the instructor of the course within ten (10) calendar days of the posting of that semester's final course grades.



College of The Albemarle Procedure Procedure Number: 3-21.1P

Pages: 4 of 6

If the instructor of record is not available, the Department Chair or Dean may act in lieu of the instructor of record for the purpose of grade appeals.

Students who believe that an inappropriate grade has been assigned should first attempt to resolve the matter informally through dialogue with the instructor who issued the grade. If the matter cannot be resolved informally, then the student may begin the formal grade appeals procedure.

2. Formal Appeal Procedure – First Step

Formal grade appeals must be initiated by the student with the instructor of the course within fifteen (15) calendar days of the posting of that semester's final course grades. A COA Grade Appeal Form shall be completed and provided to the instructor who issued the grade.

The instructor has five (5) calendar days to review the formal appeal and provide the student, in writing, of the review outcome and the final grade. If the review results in a grade change, the instructor shall notify the Director, Enrollment Services/Registrar of the grade change.

3. Formal Appeal Procedure – Second Step

If the instructor formal review does not resolve the appeal to the student's satisfaction, and the student decides to pursue the matter further, the student must present to the Department Chair (if applicable) of the department in which the course is offered, a copy of the submitted COA Grade Appeal Form and all supporting materials within five (5) calendar days of the instructor's written appeal response.

The Department Chair may request additional materials from the student and may require all curriculum faculty (full-time and part-time) to submit copies of tests, projects, evaluation materials, attendance, grade books, and/or the final examination or a statement describing the method of evaluation and assignment of credit grade used in a course.

The Department Chair may discuss the grade appeal with the student or the instructor and will provide the student and instructor with written notification of the outcome of this review within five (5) calendar days. If the review results in a grade change, the Department Chair shall notify the Director, Enrollment Services/Registrar of the grade change.



College of The Albemarle Procedure Procedure Number: 3-21.1P

Pages: 5 of 6

4. Formal Appeal Procedure – Third Step

If the department chair review does not resolve the appeal, and the student decides to pursue the matter further, the student must present to the Dean of the department in which the course is offered, a copy of the submitted COA Grade Appeal Form and all supporting materials within five (5) calendar days of the Department Chair's written appeal response.

The Dean and Vice President of Learning are responsible for reviewing and verifying final grades when there is substantial evidence the criteria used in determining that grade was arbitrary, capricious, or erroneous. In these rare instances, the Dean and the Vice President of Learning will jointly review the grade and have the authority to examine an instructor's grades, grade calculations, and grading standards to determine if the final grade awarded a student is accurate.

If it is determined a final grade is not correct, the Dean and Vice President of Learning will meet with the instructor to discuss the discrepancy and determine the appropriate action.

The Dean and Vice President of Learning have five (5) calendar days to review the formal appeal and provide the student and instructor, in writing, of the review outcome and the final grade. This shall be the last step in the deliberation of the formal grade appeal. In all grade appeals, the joint decision of the Dean and Vice President is final. If the review results in a grade change, the Dean and Vice President of Learning shall together notify the Director, Enrollment Services/Registrar of the grade change.

In instances where a final grade is found to be incorrect and the faculty member is unavailable, unable, or unwilling to change that grade, the Dean is authorized to complete a Grade Change Form and submit it to the registrar. A copy of the Grade Change Form and a narrative describing the reasons for the grade change are to be kept on file in the office of the Dean. The Vice President of Learning, the instructor, and the student shall be notified of the grade change.

G. Exceptions to the Grade Appeal Policy

The Grade Appeal Policy shall constitute the internal administrative process for a change in grade, except when the grade being disputed resulted from an alleged academic integrity violation or when a grade dispute involves appeals alleging discrimination, harassment or sexual harassment. If a grade dispute arises from an



College of The Albemarle Procedure Procedure Number: 3-21.1P

Pages: 6 of 6

issue that is covered under Policy 4-20: College's Academic Integrity Policy, the process for resolution that has been established for appealing academic integrity violations shall be followed. If a grade dispute arises from an issue that is covered under Policy 2-26: College's unlawful harassment policies, the process for resolution through the Unlawful Harassment Policy and Procedures must be completed prior to the use of the college's grade appeal process.