

Procedure Number:	B600.00.50.01.BB
Date Adopted:	April 1979
Date Revised:	June 1993
Date Revised:	September 2004
Date Revised:	December 2017
Date Revised:	July 2020
Date Revised:	June 2021

## GRADING STANDARDS

### PURPOSE

To set forth Rowan-Cabarrus Community College’s official grading system for courses including grades which may be given and the interpretation of those grades.

### BACKGROUND

Rowan-Cabarrus Community College operates on a grade-point system, and a student’s academic standing is established by a Grade-Point Average (GPA), which is determined by numerical values called “quality points” assigned to each grade. At the end of each semester the student will receive final grades based on a 10-point grading scale.

Within the Corporate and Continuing Education (non-credit) Division,

- The Adult High School program operates on the 10-point grading scale referenced above.
- Other noncredit courses evaluate student performance on a Satisfactory/Unsatisfactory basis. No quality points are awarded.

Within the Curriculum Programs (for credit) Division, health programs and developmental courses are graded on a variation of this system.

- Students enrolled in Associate Degree Nursing, Practical Nursing, Dental Assisting, Radiography, Occupational Therapy Assistant, and Physical Therapist Assistant programs should refer to the specific program webpage for the numerical grade required in related courses. Each program will list the required minimum grade for admission to and continuation in the program. All health program students should refer to the specific program handbook regarding the minimum grade to be earned for program progression.
- In developmental courses, a grade of 80 or above is required for satisfactory completion. The North Carolina Community College System has established this minimum standard for satisfactory completion of developmental courses. Students earning numerical grades below 80 will receive the grade of “R” (Repeat) and must register again for the course. Developmental courses are noncredit courses and are not included in the Grade-Point

Average (GPA).

## RESPONSIBILITIES

1. The instructor is responsible for evaluating student performance and assigning end of course grades.
2. The Registrar's Office is responsible for maintaining all grades reported and ensuring accuracy of the student's permanent records, calculated grade-point averages and posting of grades and grade-point averages to the individual student's transcript.

## PROCEDURES

### GRADES AND INTERPRETATION OF GRADES

Students are graded as follows unless otherwise noted in the "Background" section above.

- **The grades below are calculated in the student GPA. The corresponding numerical values and quality points are included in the table.**

The following grades may be awarded in Curriculum (CU) courses and in Corporate and Continuing Education (CCE) courses, as applicable.

\*Where denoted, additional information is provided below the table.

Grade	Grade Explanation		Quality Points
A	90-100	Excellent	4 quality points per credit hour
B	80-89	Good	3 quality points per credit hour
C	70-79	Average	2 quality points per credit hour
D	60-69	Below Average	1 quality point per credit hour
F	0-59	Failing*	0 quality points per credit hour

### Failing (F)

The student did not meet the minimum objectives of the course. If a student or faculty did not officially request withdrawal on or before the withdrawal deadline for the class, the student will receive the grade earned.

- **The grades below are not calculated in the student GPA. They have no numerical value and no quality points assigned.**

The following grades may be awarded in CU courses, as applicable. Please see the descriptions below the table for more information on each grade.

Grade	Grade Explanation	Description
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AU	Audit	Enrollment without receiving a grade
I	Incomplete	Did not complete objectives of the course due to unusual circumstances; requires an agreement between instructor and student, and work must be completed by end of the next term.
IE	Incomplete Emergency	Incomplete during a declared emergency situation
W	Withdraw	Officially withdrew (or was withdrawn) from class on or after the course section's census date
WE	Withdraw Emergency	Withdraw during a declared emergency situation

### Audit (AU)

The letter grade AU is assigned for students who have successfully audited a course. No credit is awarded. A student may audit a course section only on a space available basis as determined by the college. A student who audits a course section shall not displace students enrolling or registering to receive a grade, continuing education unit or certificate of completion in the course section.

### Incomplete (I)

Students who need extra time to complete the objectives of a course because of unusual circumstances such as extended sickness or hospitalization may receive a letter grade of "I" (Incomplete). The student and the instructor must agree via a contract in advance of the end of the term, all work to be completed no later than the contracted date or the end of the next academic term. The "I" is computed in the Grade Point average as "0" quality points. However, when a student completes the provisions necessary for the removal of an "I", the "I" will be removed from the student's record and replaced by the grade earned. The affected GPA will then be recomputed using the grade earned. Failure to meet the provisions for removing the "I" will result in an "F" at the end of the next academic term.

### Incomplete Emergency (IE)

This grading option is only invoked at the direction of the NCCCS and the College during declared emergency situations and may be revoked when no longer required. Students may receive up to one year to successfully complete course requirements. There is still a form, and there must be agreement between the teacher and the student on the material to be completed and the timeframe to

get the work completed.

Withdrawal (W)

Students who withdraw or are withdrawn from a course on or before the withdrawal deadline for the class for any reason, will be assigned a grade of “W”. In accordance with the North Carolina Community College refund policy, tuition refunds are only permitted up to the 10% of each semester/term.

Withdrawal Emergency (WE)

This grading option is only invoked at the direction of the NCCCS and the College during declared emergency situations and may be revoked when no longer required. Students having a compelling reason to withdraw from the class are allowed to do so until the end of the class.

The following grades may be awarded in CCE courses, as applicable.		
*Where denoted, additional information is provided below the table.		
<b>Grade</b>	<b>Grade Explanation</b>	<b>Description</b>
NG	No Grade	Registered but did not attend or request refund
S	Satisfactory	Completed all course requirements
U	Unsatisfactory	Did not complete course requirements
SR	Senior Audit*	Seniors, age 65 or older, enrolled in select course sections without receiving a grade. See below for more information.

Senior Audit (SR)

The letter grade SR is assigned to a student who has successfully completed a course audit under the Senior Citizen Audit provision. A senior citizen may audit selected course sections without payment of any required tuition or registration fee. For the purposes of this provision, an individual is a senior citizen if the individual is at least 65 years of age as of the first day of the applicable course section.

The following status may be awarded in CU courses, as applicable.		
*Where denoted, additional information is provided below the table.		
<b>Status</b>	<b>Explanation</b>	<b>Description</b>
CE	Credit by Examination	Student must register for the course.

TR/XT	External Transfer Credit	Course is not computed in the GPA but is calculated for determining graduation requirements.
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### Credit by Examination (CE)

Students enrolling at the college who believe they are proficient in a subject due to Continuing Education Units (CEUs), life experiences or professional certifications may request credit by examination. The examination may be written, oral, a performance test, or a combination of these.

To seek credit by examination, a student should obtain guidance from his/her faculty advisor, approval from the program head of the course in question and must be registered for the course for which credit by examination is sought. The examination for credit must be administered by the instructor during the first ten calendar days of the semester. Fees for credit by examination are the same as for regular enrollment. If the examination is completed satisfactorily with a grade of “C” or better, the instructor will then complete a “Credit By Examination” form and forward it to the Registrar’s office for a status of “CE” to be awarded. A student who is unsuccessful with the examination may not request a second attempt but may remain in the course through completion of the semester. The decision of the examining faculty is final.

Credits earned by examination will be entered on the student’s permanent record, but quality points will not be awarded for such credit. Credits earned by examination may be used to satisfy graduation requirements but cannot be used to satisfy the policy stating 25% of the credits required for graduation must be taken at Rowan-Cabarrus. Hours earned by credit by examination will not be used to satisfy VA or Pell Grant requirements. Hours earned by credit by examination are not transferable to other colleges. For further information, contact the program head of your area of study or the Student Services Office. Students receiving financial aid, scholarships or third-party payment of tuition are responsible for checking with the Financial Aid Office before requesting Credit by Examination.

- **Developmental Courses in Curriculum Programs**

The grades below are not calculated in the student GPA. The corresponding numerical value (where applicable) is included in the table. No quality points are assigned.

Grade	Grade Explanation		Description
P	80 or Higher	Passed	Student successfully completed requirements in the subject module
R	Less than 80	Repeat	Student must repeat all or portions the subject

			module. Students must register again.
CC	-	Course Completed	Student successfully completed defined portion of a DMS/DMA (Math) shell course.

## GRADE APPEALS

- If a Curriculum student believes an inaccurate or unfair grade for an in-course grade or final course grade has been assigned, they must initiate the appropriate grade appeal process per the College’s “Grade Appeal of a Curriculum Course” Procedure (B600.00.70.01.TTT).
- If a Corporate and Continuing Education student wishes to dispute a final grade or attendance requirement, the following process must be utilized:
  1. Attempts to resolve a dispute should initiate between the student and the instructor.
  2. If there is no satisfactory result between the instructor and student, the student can appeal the decision at the Program Manager level.
  3. The Program Manager will contact the student to discuss the dispute.
  4. The Instructor and Program Manager will review grades and attendance records for accuracy.
  5. The Program Manager will meet with the student to discuss the findings.
  6. If the student is dissatisfied with the findings, the appeal is referred to the next level administrator for review and decision. This process may continue until the appeal reaches the Chief Officer, Corporate and Continuing Education, for a final decision.

## HISTORICAL NOTE

Former procedure number: 7.30

*Original (signed) procedure is on file in the*  
Rowan-Cabarrus Community College President’s Office  
 Dr. Carol Spalding, President