

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section II - Academic/Student

**SUBJECT:** GRADING

**REVIEWER(S):** Provost\*  
Dean of Student Affairs and Enrollment Management  
*Director of Student Records and Information Management*

**RELATED POLICIES TO CONSIDER:**

[Academic Satisfactory Progress \(Sec. II\)](#)  
[Dismissal \(Sec. II\)](#)  
[Progression Policy \(Sec. II\)](#)  
[Registration for Classes, Drop/Add \(Sec. II\)](#)  
[Withdrawal, Leave of Absence, Incomplete \(Sec. II\)](#)

**I. POLICY**

Carolinas College of Health Sciences (CCHS) uses a letter system of grading. Numeric range for the letter grades are indicated on each course syllabus. The lowest passing grade in any course in the curriculum is the letter grade of "C."

<b>Letter Grade</b>	<b>Meaning</b>	<b>Quality Points</b>
A	Superior	4
B	Commendable	3
C	Satisfactory	2
D	Deficient, Non Passing	1
F	Failing, Non Passing	0
I	Incomplete	*
P	Passing	*
WF	Withdrawal/Failing	*
WP	Withdrawal/Passing	*
AU	Audit	*
<b>Codes</b>		
R	Repeat	*
T	Transfer Credit/Credit by Exam	*

\* Not used in computation of grade point average.

**II. PROCEDURE**

- A. The course faculty shall clearly identify in the syllabus the method of evaluation for the course grade.
- B. Grades will be rounded to the 100<sup>th</sup>'s decimal point as earned. At the final course grade calculation, cumulative scores will be rounded off to the nearest whole number with the raw score of 0.50 or higher being rounded up to the next whole number.
- C. "S" (Satisfactory) and "U" (Unsatisfactory) may be used as lab/clinical grades. An "S" results in the grade earned in theory being the assigned grade for the course. A "U" results in a grade of "F" for the course.
- D. An "I" (Incomplete) may be granted at the discretion of the course faculty when there is

reasonable potential for the student to complete the remaining requirements of the course without additional class time. This applies to both credit and non-credit courses.

1. Incomplete grades are intended to be issued in the event of unusual or extenuating circumstances and are not part of the normal conclusion of a course.
    - a. A grade of "I" does not satisfy the pre-requisite requirements of subsequent courses.
    - b. Student progression may be affected.
  2. The instructor will complete an Incomplete Grade Agreement (IGA) listing the requirements and time period (not to exceed three months) for resolving the incomplete grade. The IGA must be completed and signed by both the instructor and student by the end of the academic term (electronic or written letters of approval are acceptable to replace signature but must be attached to the IGA).
  3. The IGA will be submitted to the *director of student records and information management*, and an "I," recorded as the student's grade by the instructor. Copies will be forwarded to the student and the program administrator.
  4. An incomplete ("I") is a temporary grade. At the completion of the requirements as outlined in the agreement, or at the end of the agreed upon deadline, the instructor will complete a Change of Grade Form to replace the "I" with the final grade earned by the student. If the student fails to meet the agreed upon requirements by the deadline, the "I" will be replaced with a final grade of "F."
- E. A WP (withdrawal/passing) indicates that the student had a passing grade as of the last day of attendance prior to withdrawal. A grade of WF (withdrawal/failing) indicates that the student had a failing grade as of the last day of attendance prior to withdrawal. Withdrawal grades (WP and WF) are considered neither passing nor failing and do not impact the GPA calculation punitively. They may however, affect time frame calculations. Students who do not successfully complete a course but do not complete the withdrawal form before the withdrawal deadline will be assigned a grade of "F." The last date to withdraw with a non-punitive grade will be published each semester and will be a date 75% into the term. A leave of absence/withdrawal (LOA/W) is graded as a withdrawal/passing (W/P).
- F. Course coordinator/faculty members will enter all midterm/midcourse grades for review by the *director of student records and information management*. The *director* will assure grade notifications are received by all at-risk students (those with a grade of "D" or "F", or "U" for clinical).
- G. The *director of student records and information management* will assure final grades are accessible, via the student data management system, to all students at the end of each semester or when the course is completed. Grades will not be given over the telephone. Notification of academic dismissal will be sent by mail.
- H. Only an error in grade calculation is justification for change of a recorded grade other than "I". Special makeup work or examinations to change grades already recorded are not permitted. Changes must be made by the instructor or program administrator on the Change of Grade form and submitted to the *director of student records and information management*. If a student believes there is a grade discrepancy, the student should see the instructor immediately.
- I. Grade point averages (GPA) as calculated by the student data management system will be reviewed by the *director of student records and information management* and verified as necessary. GPAs are calculated by multiplying the credit hours per course by the quality points earned and dividing by the total credit hours attempted. In clock hour programs, the cumulative grades are determined by multiplying the clock hours per course by the quality points earned, and dividing the total quality points by clock hours attempted.
- J. Transfer credit courses and credit by testing are not included in the GPA.

- K. Courses repeated at CCHS will not accrue additional hours, and the last grade replaces the previous grade in computing the GPA. However, all entries remain a part of the student's permanent record. For specified purposes, such as guaranteed admission, the first grade earned (excluding WF, WP, or AU) will be used in determining admission qualifications.
- L. The Grading policy and procedure will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_