

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4398**

**SUBJECT:** Student Grades and Grade Point Average Requirements for Graduation

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 22, *Grade Point Average for Certificate and Associate Degrees*

**ORIGINATION:** November 20, 2002

**EFFECTIVE:** November 20, 2020

**REVIEWED:** ~~April 29, 2020~~ November 8, 2024

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to establish and communicate the grading system used by Southern West Virginia Community and Technical College (College), as well as the grade point average (GPA) required for graduation with a certificate or associate degree.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all students and employees of the college.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements as stated in section 6.3.4 in order to earn a certificate and /or an associate degree.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Further information pertaining to grades, degrees and graduation is provided in the college catalog. To the extent that information in the catalog may conflict with this policy, this policy supersedes that information.

**SECTION 6. GENERAL PROVISIONS**

6.1 The following grades are used by the College:

<u>Letter Grade</u>	<u>Description</u>	<u>Quality Points Per Credit Hour</u>
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0

F	Failing	0.0
F*	Failing due to nonattendance	0.0
W	Withdrawal	Not calculated in GPA
I	Incomplete Grade	Not calculated in GPA
CR	Credit	Not calculated in GPA
NC	No Credit	Not calculated in GPA
AU	Audit	Not calculated in GPA

6.1.1 Withdrawal: A student withdrawing from a course by the established deadline for withdrawal will receive a grade of “W.” After the last day to withdraw, a student will not be permitted to withdraw from the course and will receive the final grade the student earned.

6.1.2 Incomplete Grade: A student may receive an incomplete “I” grade for a course if that student has successfully completed the majority of the academic requirements and is unable to complete the course due to unforeseen or uncontrollable circumstances. The instructor for the course must submit an Incomplete Grade Form to the appropriate Dean for approval before an “I” grade may be recorded by the Registrar. The student does not re-register for the course in which the “I” grade was received but must complete the requirements for the course within the next full academic term or the “I” grade will automatically be changed to a grade of “F.” The final grade for the course will be assigned by the instructor and the grade change must be approved by the appropriate Dean and Chief Academic Officer, then forwarded to the Registrar.

6.1.3 Credit/No Credit Grade: Some courses may be graded on a pass/fail basis. In these instances, a student may receive a grade of credit (CR) to indicate that the student has met the course requirements. On the other hand, a student may receive a grade of no credit (NC) to indicate that the student has not met the course requirements.

6.1.4 Audit Grade: A student interested in enrolling for a course and not receiving a grade may audit the course. In auditing a course, the student pays the regular tuition and fees for the course, receives instruction, and participates in classroom activities, but does not receive a grade. The final grade of “AU” will be recorded on the student’s transcript.

6.2 The grades earned by a student are determined by the instructor of the course and can be changed only upon the latter’s recommendation with final approval by the Chief Academic Officer, except as follows:

6.2.1 As set forth above, the appropriate Dean must approve a grade of “I” and must approve the final grade once the work missed is satisfactorily completed.

6.2.2 The Chief Academic Officer may, upon recommendation of the Grievance Committee or Exceptions Committee, request to change a grade.

6.3 At the close of each semester, the instructor shall evaluate each student enrolled in his or her assigned class.

6.3.1 The Registrar shall provide notice to each faculty member regarding deadlines when final grades must be submitted. Deadlines must be met to facilitate decisions with regard to registration, probation, sequence of classes, prerequisites and graduation requirements.

6.3.2 Grades shall be submitted as follows:

6.3.2.1 Full-time and adjunct faculty shall submit grades through entry in the BANNER System using Faculty Self Service via mySouthern, or as arranged with the Dean.

6.3.2.2 Both full-time and adjunct faculty must make available, if requested by the appropriate Dean, or Chief Academic Officer, documented evidence of class attendance and performance records. This is necessary and valuable in the event of student grade appeals. All examinations or other graded assignments not returned to students must be maintained by the faculty member for one succeeding semester.

6.3.3 In calculating a student's grade point average, all assigned letter grades "A" through "F" will be used. The grade point average is calculated on all work for which the student has registered with the exception of courses with grades of "W," "I," "CR," "NC," and "AU," courses repeated (see "D" and "F" Repeat Provisions), and courses forgiven (see Academic Forgiveness Provision). To compute the overall grade point average, add all quality points and divide this number by the total credit hours for courses in which a student earned a letter grade. Grades of "F" and "F\*" are included in the hours earned with "0" quality points.

6.3.4 Those students who successfully complete the requirements for a certificate or associate degree with a cumulative grade point average of 2.00 or better are eligible to graduate. Some programs require that students earn a minimum grade of a "C" in certain courses taken in order to graduate.

~~6.3.5 The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:~~

~~6.3.5.1 Courses from which the student has withdrawn.~~

~~6.3.5.2 Courses in remedial/developmental (transitional studies) education.~~

~~6.3.5.3 Courses taken on a credit/no credit basis where credit is earned.~~

~~6.3.5.4 Courses taken on an audit basis.~~

~~6.3.5.5 Courses which have been repeated under the "D/F Repeat Provision" of this policy.~~

~~6.3.5.6 Courses which are covered under the "Academic Forgiveness Provision" of this policy.~~

~~6.3.6~~ 6.3.5 "D" and "F" Repeat Provision: If a student earns a grade of "D" or "F" on any course taken no later than the academic term or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of an [associate](#)-degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the student's grade point average. The original grade shall not be deleted from the student's permanent record.

~~6.3.7~~ 6.3.6 Discretionary Academic Forgiveness Provision: [For purposes of grade point average required for graduation](#), ~~¶~~ this provision is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the "D" and "F" repeat provision are not applicable. The conditions for academic forgiveness are as follows:

~~6.3.7.1~~ 6.3.6.1 The student seeking academic forgiveness must not have been enrolled during any semester or term at any higher education institution for a period of four consecutive years prior to the request for academic forgiveness. Only grades received prior to the four-year, non-enrollment period may be disregarded for grade point average calculation.

~~6.3.7.2~~ 6.3.6.2 This policy pertains only to the grade point average required for graduation and does not

pertain to the grade point average calculated for special academic recognition, graduation with honors, admission requirements for particular programs, or any other academic related standards, or requirements for professional certifications.

~~6.3.7.36.3.6.3~~ 6.3.6.3 To implement this policy, the student must consult with and submit a written request to the ~~Chief Academic Officer~~Registrar's Office. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from grade point average calculation. The ~~Chief Academic Officer~~Registrar may accept, modify or reject the student's request. Grades disregarded for grade point average computation will remain on the student's transcript.

~~6.3.7.46.3.6.4~~ 6.3.6.4 In instances where a student requests and gains academic forgiveness from another higher education institution and then transfers to Southern, Southern is not bound by the prior institution's decision to disregard grades for grade point average calculation and vice versa.

~~6.3.86.3.7~~ 6.3.6.7 The academic forgiveness policy for the Board of Governors Associate in Applied Science Adult Completion Program differs from that specified above. Per the West Virginia Council for Community and Technical College Education Administrative Guidelines for this program, all F's earned in College courses earned four or more years before admissions to program are disregarded from the computation of the graduation grade point average. The "F" grades will not be deleted from the transcript. The "D" and "F" Repeat Provision shall also apply if applicable.

**SECTION 7. RESPONSIBILITIES**

7.1 The ~~Chief Academic Officer~~Registrar shall cause the terms of this policy to be observed.

**SECTION 8. CANCELLATION**

8.1 SCP-4397, *Student Grades and Related Concerns*, September 1, 2000; SCP-4520, *Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades*, September 1, 2000; and SCP-4520.A, *Final Grade Report Form*, September 1, 2000.

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**            None.

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** October 2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity.

May 2018 - Revisions reflect technical changes, additions of definitions and clarity, as well as title changes.

April 2020 - Revisions reflect technical changes in accordance with, Title 135, Procedural Rule, Series 22, *Grade Point Average for Certificate and Associate Degrees*, West Virginia Council for Community and Technical College Education.

[October 2024 – Revisions align with language from Series 22, and reflect change in responsibility.](#)