

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
REGULATION NO. – AR- 4.3**

TITLE: GRADING AND GRADE POINT AVERAGE REGULATION

DEFINITION: The Grading and Grade Point Average Regulation describes the grading key, grade point average calculation, repeat calculation and academic forgiveness guidelines.

EFFECTIVE DATE: October 29, 2015; January 16, 2012; Replaces BP 3.1, August 20, 2003

SECTION 1. GRADE-POINT AVERAGE REQUIRED for GRADUATION

The following grades are used by the College:

Letter Grade	Description	Quality Points
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0
F	Failure	0
UF***	Unearned F Awarded due to non-attendance in class after last date to officially withdraw from the College	0
W	Withdrawal (Also used for Administrative Withdrawal)	NONE
I	Incomplete	NONE
CR**	Credit (hours earned)	NONE
NC**	No Credit (no hours earned)	NONE
AU	Audit	NONE
P	Successful Completion (pre-developmental courses)	NONE
R	Repeat Required: Insufficient Progress (pre-developmental courses)	NONE
RC*	Retain Credit – Incomplete Progress Developmental math Courses	NONE

*Students who receive the RC semester grade must re-enroll for the same course in the next subsequent semester. Summer term is not counted in the sequence. If a student does not enroll in the subsequent semester, or transfers to another institution for the subsequent semester, the RC grade will be changed to a NC grade on the academic record.

****Applicable to graduation except in developmental courses.**

*****Awarded due to non-attendance in class after the last date to officially withdraw from the college.**

SECTION 2. COURSE NUMBERING

- 2.1. 80 – 99 Developmental Transitional
100 – 299 College Level^
(^except ENL 100, RDG 100, MTH 100, MTH 101 & MTH 103)

Those students who successfully complete the requirements for a certificate or degree with a cumulative grade point average of 2.0 or better are eligible to graduate. Some programs require that students earn a minimum grade of “C” in certain courses taken in order to graduate with a certificate or degree in that program.

SECTION 3. D and F REPEAT PROVISIONS

- 3.1. If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a certificate or degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's permanent record.

SECTION 4. DISCRETIONARY ACADEMIC FORGIVENESS PROVISIONS

- 4.1 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” provision is not applicable. The request must be in writing to the Dean of Teaching and Learning. The conditions for academic forgiveness are as follows:
- 4.1.1 Students must not have been enrolled in any college on a full-time basis during any semester or term in the last four consecutive years.
 - 4.1.2 Only “D” and “F” grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for grade-point average computation.
 - 4.1.3 In cases where grades may be disregarded for grade-point average computation, these grades shall not be deleted from the student's permanent record.
 - 4.1.4 In instances where students request and gain academic forgiveness from Eastern and then transfer to another college, the receiving college is not

bound by Eastern's decision to disregard grades for grade-point average computation.

- 4.1.5 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.

SECTION 5. APPLICATION ONLY to GRADUATION REQUIREMENTS

- 5.1 The provisions for Academic Forgiveness extend only to graduation requirements and not to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.



DR. CHARLES TERRELL, PRESIDENT

12/15/15

DATE