

3357:13-14-161 Grading Procedures

- (A) During the first class period, the instructor should carefully explain the grading procedure he/she will use for the term. It is important that this procedure then be followed consistently during the term to avoid controversy.
- (B) Grades are to be recorded in grade books on a day to day basis. The method used must be noted in the grade book, and the procedure used to arrive at midterm and final grades must be indicated. A copy of the evaluation procedure must be turned in to the immediate supervisor, if requested.
- (C) It is of primary importance that all written assignments, either in-class work or homework, be evaluated and included in the student evaluation procedure. This homework should be returned to the student as soon as possible.
- (D) In response to a concern over NCState students' writing ability expressed by many NCState faculty and administrators, the English Department recommends the following:

The emphasis on good quality, mechanically correct writing found in the communication courses will affect our students if it is constantly reinforced by all instructors in all college courses. Therefore, the English Department recommends that a written assignment containing mechanical errors be graded down from 1% to 5% depending upon the number of errors.

- (E) Some of the major errors that the instructor may wish to bring to his/her students' attention are the following:

Sentence fragment
Run-on sentence
Punctuation error
Incorrect subject-verb agreement
Awkward sentence structure
Unclear pronoun reference
Incorrect use of apostrophe
Capitalization error
Spelling error

- (F) Student absences, by and of themselves, are not grounds for failing a student, although attendance can be a component of the final grade if this is made clear to students at the beginning of the term.
- (G) The college uses a letter grading system for the reporting of final grades in all credit courses.

Faculty are free to use whatever grading system they wish within their courses (so long as it is fair, consistent, and explained clearly in the course syllabus), but they must report final grades as letters (A through F, with pluses and minus allowed).

(H) To determine a student's overall grade-point average, the college uses the standard four-point system, with the available grades and their respective point values being as follows:

A = 4.00
A- = 3.67
B+ = 3.33
B = 3.00
B- = 2.67
C+ = 2.33
C = 2.00
C- = 1.67
D+ = 1.33
D = 1.00
D- = 0.67
F = 0.00

(I) If an instructor is using percentage grades within a course and averaging them to arrive at a final grade (or, perhaps, providing for the possibility of accumulating 100 points), the college recommends the following scale:

100 to 95	A
94 to 92	A-
91 to 89	B+
88 to 86	B
85 to 83	B-
82 to 80	C+
79 to 77	C
76 to 74	C-
73 to 71	D+
70 to 68	D
67 to 65	D-
64 and below	F

(J) If an instructor is using letter grades within a course and averaging them to arrive at a final grade, the college recommends the following scale:

4.0 to 3.8	A
3.7 to 3.5	A-
3.4 to 3.2	B+
3.1 to 2.8	B
2.7 to 2.5	B-

2.4 to 2.2	C+
2.1 to 1.8	C
1.7 to 1.5	C-
1.4 to 1.2	D+
1.1 to .8	D
.7 to .5	D-
.4 to 0	F

(K) Mid-term evaluations and final term grades are to be recorded on a roster which is distributed through the Student Records Office. The rosters are then returned to the Student Records Office on a date and time which is specified.

(L) Additional grades used at the college are defined below. Those marked with an asterisk (*) are assigned only by the Student Records Office.

INCOMPLETE - An incomplete grade indicates that a student has not completed a small part of course requirements due to uncontrollable circumstances. An incomplete grade may be removed from the student's record if the student arranges with his/her instructor to have the course completed at the earliest possible time - but not later than the deadline date as specified in the College calendar. If the "I" grade is not changed within the specified period of time, the "I" grade automatically will be changed to an "F" and the course must be repeated for credit.

In no case shall a student who has received the mark "I" be permitted to repeat the course in which the mark was received until the "I" has been removed in the method indicated.

P/NP PASS/NO PASS - Courses graded in this manner will count as credit hours only and shall not be considered in determining the percentage-hour ratio. A passing grade (P) represent 74% or higher.

***W WITHDRAWN** - Students may withdraw from any course at the College up until the deadline as stated in the College calendar and receive a grade of "W". Withdrawals from a course are not permitted after eight (8) weeks. A student may withdraw within the first five class days of a term without any grade placed on his/her permanent record.

***K TRANSFER CREDIT** - This mark shall be used for work credited from other colleges, institutions and service schools. "K" credit shall be counted as hours only and shall not be considered in determining a student's percentage-hour ratio.

***X CREDIT BY EXAMINATION** - This mark indicates credit awarded on the basis of a written examination, division evaluation, or portfolio evaluation. The level of achievement required of the student is determined by the College division involved, but is never less than 74%.

Credit by examination shall not be awarded to a student for a course in which a percentage or P/NP grade has been received at the College. "X" credit shall be counted as hours only and shall not be considered in determining student's percentage-hour ratio.

***R AUDIT** - This mark shall be used when a student is taking a course for interest only and not for credit. Changes from audit to credit or credit to audit will be allowed only within the first five (5) class days of each term.

***NR NO REPORT** - The instructor left the grade blank on the grade report or grades were turned in too late to be processed.

PR PROGRESS - This grade is assigned only in courses for which it has been approved. It indicates that the student has made progress in the course, but not a sufficient amount to justify the awarding of a standard grade. No credit. Not calculated in the grade point average.

Effective: July 1, 1996

Expires:

Review Dates: 7/1/96, 9/1/98