

02-17-00 Grading, Reporting, and Record-Keeping Policy

PURPOSE

The purpose of this policy is to set expectations for faculty regarding grading, reporting and record keeping of student work.

POLICY/GUIDELINE

The following grading system is used at Nashville State Community College:

Grade	Quality Points/Grade Points	Values per Semester Credit Hour
A	Superior	4
B	Excellent	3
C	Average	2
D	Passing, but below average	1
F	Failure	0
FA	Failure, Attendance-Related (unofficial withdrawal)	0
FN	Failure, Never Attended Class (unofficial withdrawal)	0
P	Pass	0
S	Satisfactory	0
U	Unsatisfactory	0

Other marks which may appear on the grade report and/or transcripts are as follows:

- W **Withdrawal** – withdrawal from course initiated by the student.
- I **Incomplete** – The “I” indicates that the student has not completed all of the course work due to such extenuating circumstances as personal illness, death in the family, or other justifiable reasons. If the “I” grade is not removed by the deadline, it will be automatically changed to an “F”. The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

- X **Continuation** – The “X” indicates the student attempted a remedial or developmental course, but progress was not sufficient to warrant a grade. It carries no connotation of failure. It indicates the student, upon the advice of the instructor, should register for the same course and takes more time to earn a grade. The “X” grade is restricted to use in the R/D courses. An overall maximum of 15 semester hours of “X” is allowed. Veterans who are receiving educational benefits cannot be awarded an “X” grade in any course.
- AU **Audit** – No grade or credit awarded.
- NR **No grade reported** – This grade is assigned when a grade is not issued by the instructor of the course.

Grades of “W”, “I”, “X”, “AU”, and “NR” have no grade point value and are not used in computing grade point average.

Grade Point Average

The academic standing of a student is expressed in terms of a quality point average (QPA)/grade point average (GPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned. Examples on calculating a GPA are found on the Records Office website: www.nsc.edu/records.

Repeating Courses

For the purpose of raising a grade point average, a student may only repeat a course in which the previous grade earned is “C” or lower. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the chief academic officer as an exception to this policy. When a course is repeated for the first time, the highest grade is used in the calculation of the student’s quality/grade point average. The grade earned in the third and subsequent attempts will be used in calculating the QPA/GPA. The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned. In all instances, the highest grade earned is used to determine whether the student meets graduation requirements.

Veterans repeating courses for which they have passing grades (D or higher) are advised to speak with the College’s VA certifying official concerning eligibility for benefits since the VA typically does not pay to repeat a course that has been successfully completed.

Reporting, and Record-Keeping

Faculty are required to enter their final grades for the semester using myNSCC. Instructors must maintain, either electronically or on paper, detailed grade books. Grade books must include records of attendance throughout the semester, all grades earned in the class, and all grades identified by

assignment (e.g., test, homework, paper). Adjunct and non-returning faculty members must provide the office of the division Dean or site Director with a paper copy and/or electronic file of class grades by the due date for final grades for that semester/term. Deans/Directors may also ask full-time, continuing faculty members to turn in their final grades. Class grade records must be maintained for a minimum period of one year from the end of the class.

SOURCES

N/A

RELATED POLICIES

N/A

Approved by NSCC Cabinet 10/25/21