DEGREE, DIPLOMA, AND CERTIFICATE GRADING POLICIES

Change of Grade

Once a grade has been awarded, it may be changed only by the instructor submitting a Special Conditions Report to the Coordinator of Student Records. This process should be completed by the end of the following semester. Grades may be appealed using the College Grade Appeal process.

Appeal of a Grade

In order to appeal a grade the student must follow this procedure:

1. Discuss with the instructor the course requirements and grade earned. If the student continues to feel the grade is inaccurate, the student should

2. Appeal the grade in writing stating the rationale for the appeal to the instructor within 20 days of the end of the term in which the grade is received.

3. After discussing concerns with the instructor about a grade earned for a course, a student who feels the grade is inaccurate may appeal by obtaining an appeal form in the Records Office and following the appeal procedure.

   a. If the student still feels the grade is inaccurate, the student should appeal in writing with additional rationale to the appropriate academic dean within 10 days of the final decision of the instructor.

   b. If a student still feels the grade is inaccurate, the student should appeal the decision of the appropriate academic dean in writing (including the information provided to the instructor, appropriate academic dean and any additional information) to the Vice President of Instruction and Student Development within five days of the final decision of the appropriate academic dean. The Vice President of Instruction and Student Development will issue the final decision for the College.
Credit

The unit of credit is the semester hour. A semester hour is equal to:
- one hour of classroom instruction per week for one semester.
- two hours of laboratory instruction per week for one semester.
- three hours of laboratory instruction per week for one semester.
- three hours of clinical instruction per week for one semester.
- ten hours of cooperative work per week for one semester.

Grading Points

Grade points, the numerical equivalents of the letter grade, are used to determine academic honors and the student’s rank in class.

The grade point average is computed by dividing the total number of grade points earned by the total of semester hours attempted. All courses attempted will be shown on the official transcript. Only courses earning letter grades A, B, C, D, F, I, or WF are computed in the grade point average.

A 2.00 grade point average in the major area of study and an overall 2.00 grade point average are required for graduation.

LEGAL REF.: G. S. 115D-20
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