

GRADES

Grades

The assignment of grades is the exclusive responsibility of the individual instructor. DVC's grading policies are based on our faculty's philosophy, California Education Code, Title 5 and Contra Costa Community College District Board Policy.

We use the following evaluative grades and non-evaluative:

Symbols: Grade		Grade Points Per Unit
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory <i>(not a recommending grade for continuation in sequential courses)</i>	1
F	Failing	0

The following symbols are not considered in calculations of cumulative gradepoint averages, but the "W," "I," and "NP" entries are considered in determinations of progress probation and dismissal:

Symbol		Grade Points
W	Withdrawal <i>(The symbol given when students withdraw from a course within allowed time)</i>	0
I	Incomplete	0
P	Pass <i>(At least satisfactory or a C grade; units not counted in GPA)</i>	0
NP	No Pass <i>(Less than satisfactory; units not counted in GPA)</i>	0

The following are non-evaluative symbols:

Symbol		Grade Points
IP	In Progress <i>(Symbol indicating the course was in progress beyond the end of the term)</i>	0
RD	Report Delayed <i>(Symbol indicating delay in reporting grade)</i>	0
EW	Excused Withdrawal <i>(Symbol indicating emergency withdrawal, when specific events beyond the control of the student affect their ability to complete a course)</i>	0
SP	Satisfactory Progress <i>(Used for noncredit courses to indicate satisfactory progress toward completion)</i>	0

Academic Honors

Students who have completed at least 12 letter-graded units during the term and earned a grade point average of at least 3.0 will receive honors recognition on their transcripts.

Graduation Honors

Graduation honors will appear on a student's transcript if a 3.5 grade point average in all college work (excluding non-degree applicable courses) is maintained at the end of the semester in which the student has applied to graduate. A student intended to graduate in the spring semester must have a 3.5 grade point average as of February 1 for honors to appear in the ceremony program, but the 3.5 grade point average must be maintained at the end of the semester to have honors appear on the student's transcript.

Incomplete Symbols

An incomplete symbol must be made up no later than one calendar year following the symbol assignment or it will automatically revert to the alternate grade assigned by the instructor. Students who receive an "I" symbol cannot officially register for the same course in which they received the incomplete. Incompletes will be given only in cases of emergency such as accident, illness, or family emergency. Extensions to the one-year deadline may be granted for good cause only if the instructor approves and notifies the Admissions and Records Office.

Pass/No Pass Grade Option

These courses are not figured into grade point averages, although the units are applied toward the 60 required for the associate in arts degree.

Student Choice

A course labeled "SC" means that before the deadline, students can decide to take the course for a letter grade or for a P/NP option. Students must complete a form in the Admissions and Records Office to take the course for a P/NP option. If students do not choose the P/NP option before the deadline, they will be issued a letter grade for the course.

Students have until the fourth week of the class (or 25% of the term for shorter courses) to decide. After the deadline has passed, the grading choice may not be reversed.

Fairness in Grading

During the first week of each course, instructors will give their students a copy of their course syllabus, which will include their grading policies. Students may expect instructors to use the following guidelines when determining grades:

- Record the student's grade for each oral and written test or report that will affect the final grade, notify the student of the grade, and, if necessary, review the results with the student;
- Evaluate the student within the first quarter of the course and notify the student of the results of the evaluation;
- Count a final examination for no more than half the course grade;

- Base final grades on at least three of the student's tests and/or reports (except in cases of violations of DVC's academic dishonesty procedure 4001.04).

Note: Instructors are expected to retain any test or report that is not returned to a student for a period of one academic year. Grade records should be available for a period of three years after grades are awarded. Instructors who are not scheduled to teach should leave their records in the division office.

Grade or Symbol Corrections

Students who believe that they have received an incorrect grade must initiate a grade correction within one calendar year after they received the grade. To have a grade corrected, students must ask the instructor to correct the grade and have them submit a grade correction form. The instructor has final authority to determine the student's grade in the absence of mistake, fraud, bad faith or incompetency.

Note: Except in extenuating circumstances such as serious illness, grade corrections may not be made from "F" to "W." It is the student's responsibility to withdraw from a course prior to the drop deadline.

Grade Complaints and Appeals

For full information on the grade appeal process, see DVC procedure 4005.01, Student Appeals for Grade Changes.

Improving a Grade Point Average

- **Course Repetition**

When students receive a substandard grade or symbol ("D," "F," or "NP") for a course, they may repeat it once in order to have only the new grade, if higher, used when their grade point average is computed. However, the original grade will not be removed from the transcript, and additional credit will not be granted. Course repetition cannot be used to make up an incomplete ("I") grade. A course with a substandard grade cannot be repeated a second time without approval.

- **Academic Renewal**

Academic renewal allows students to have up to 30 units of substandard grades ("D," "F," or "NP") which are not reflective of a student's demonstrated academic ability excluded from the GPA computation without having to repeat the course. To be eligible, students must have completed either:

- a. Nine units of work with a 3.5 cumulative grade point average;
- b. 12 units of work with a 3.0 cumulative grade point average;
- c. 15 units of work with a 2.5 cumulative grade point average; or
- d. 20 units of work with a 2.0 cumulative grade point average.

The unit count begins the semester after the last substandard grade was received. The course work upon which the application for alleviation is based, may have been completed within the Contra Costa Community College District or any other regionally accredited college or university. To be considered consecutive, all units earned in a given semester must be "C" grade work or better. Students interested in academic renewal should request a petition from the Admissions and Records Office.

Compliance/References:

Education Code, 70901, 70902, 76000, 76224
Title 5, sec. 55750-2, 55758, 55760, 55761, 55763,
Board Policy 4001
Curriculum and Instruction Procedure 4001

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