**Policy/Operational Procedure Name:**
Grading System

**Number:**
1.13

**Policy Statement**
Durham Technical Community College employs a letter grading system to evaluate the student’s performance in meeting the stated objectives of the classroom, laboratory, shop, clinical setting, or work experience.

**Procedure**
The college currently uses the following letter grades, credit types, and grade points for curriculum courses:

<table>
<thead>
<tr>
<th>Grade/Credit Type</th>
<th>Significance</th>
<th>Grade Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/A*1/PA1</td>
<td>Superior Work</td>
<td>4</td>
</tr>
<tr>
<td>B/B*1/PB1</td>
<td>Very Good Work</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average Work</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average Work</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory Work (Must Repeat Course)</td>
<td>0</td>
</tr>
<tr>
<td>F2</td>
<td>Failure Due to Excessive Absences</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete Work (Makeup Work Required)</td>
<td></td>
</tr>
<tr>
<td>IP2</td>
<td>In Progress (Must Repeat Developmental Course)</td>
<td></td>
</tr>
<tr>
<td>R1/NP1</td>
<td>Repeat/Not Passing (Must Repeat Developmental Course)</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>NS</td>
<td>No Show – Student Never Attended Course</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawed</td>
<td></td>
</tr>
<tr>
<td>WP2</td>
<td>Withdrawn - Passing</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>CE</td>
<td>Credit by Examination</td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Grade Not Yet Reported</td>
<td></td>
</tr>
<tr>
<td>CC1</td>
<td>Completion Credit for Developmental Math Module</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>Non-course Credit</td>
<td></td>
</tr>
</tbody>
</table>

1Developmental Education or EFL course grades.
2Historical grades may appear on transcripts for past semesters but are not currently being awarded.

**Explanation of Special Grades**
The following special grades are assigned at Durham Teach when a grade of A, B, C, D, or F is not achieved:

**F2: Failure due to Excessive Absences**
The student missed more than the allowed percentage of class meetings and did not meet course obligations.

**I: Incomplete**
The I grade may be assigned if the student has completed at least 80 percent of the coursework and has a C or better at the time of the request. The I grade is reserved for extenuating circumstances such as accident, illness, or comparable unavoidable developments and is not appropriate for students who
otherwise fail to appear for the final examination or fail to turn in final assignments by the last regular day of the course. Grading options for students who have completed less than 80 percent of the coursework but have maintained a C or better average at the time of the request are at the discretion of the dean.

The procedure for assignment of an I grade follows:

1. The student must confer with the instructor and request the I grade on or before the last class day of the semester. The student must provide the instructor with documentation of particular circumstances necessitating the I grade.

2. If the circumstances are considered legitimate, the instructor completes a request for I grade, including written instructions specifying the work to be completed and the completion deadline, and submits the request to the appropriate academic dean or designee via the chair or director. Only the academic dean or designee can approve an I grade request.

3. If the dean or designee approves the request, the chair or director, instructor, and student are notified.

4. The dean or designee will notify Student Information and Records of the approved I grade request. Only Student Information and Records can record an I grade.

5. Once the student completes the work according to the instructor’s requirements, a grade for that work is assigned and computed in the final course grade and a Change of Grade form is submitted to the dean, via the chair, by the instructor. If the course work is not completed during the subsequent semester, the I grade is changed to an F.

In no case may the work be completed later than the conclusion of the following semester. If the incomplete course is an essential prerequisite for a subsequent course, the student may be required to remove the I grade within a significantly shorter period of time. Otherwise, the subsequent course must be dropped. An I grade received during the semester before the semester of graduation must be removed by the midterm of the semester in which the student intends to graduate. NOTE: Students’ eligibility for financial aid may be impacted by I grades. Students should consult with a financial aid advisor to discuss this impact.

**IP: In progress**
The Developmental Education student earned a course average below the threshold to earn a passing grade for the course but made significant progress toward meeting course objectives (historical grade, no longer assigned).

**R: Repeat and NP: Not Passing – Must Repeat Developmental or EFL Course**
The special grade of R is assigned only in some Developmental Studies and EFL courses (most courses with a number of 99 or lower) when the student has not mastered all course competencies. The student must re-register for the course before progressing to the next level of course work. The grade of NP is assigned in Developmental Mathematics Shell courses (courses with a DMS prefix) when the student has not mastered all course competencies in the required modules within the shell course. The R and NP grades are calculated into the student’s attempted hours for the purpose of determining completion rate, but they are not calculated into the student’s GPA.

**P: Pass**
The grade of P is awarded after successful completion of a course. The P grade is calculated into the student’s completed hours for the purpose of determine completion rate, but it is not calculated into the student’s GPA.

**NS: No Show – Student Never Attended Course**
A student who registers for a course but never attends the course before the 10 percent point in attendance is designated as a “no-show” (NS) in the course. A student who never attends a course receives the NS grade.

**W: Withdrawal from Course**
The special grade of W is assigned when a student officially withdraws or, in some specific circumstances, is dropped from a course by the instructor during the first 60 percent of the class meeting hours. After the 60 percent date, a letter grade other than W may be assigned for the course, depending on the circumstances under which the student left the course. (Please see our Academic Information page for more information about withdrawals and the last day to withdraw from a course with a grade of W.)
WP: Withdrawal – Passing
Assigned when a Developmental Education student retested on the ASSET or COMPASS test after the sixth week of the semester and scored well enough to move to the next level (historical grade, no longer assigned).

AU: Course Audit
The special grade of AU is assigned when a student enrolls in and regularly attends a course on a noncredit basis. Enrollment is subject to space availability and the program director’s prior approval. The audit student, like the credit student, is subject to Durham Tech’s attendance policy. The student may not change from credit-to-audit or audit-to credit status after the first 10 calendar days of the semester. Students may not audit Developmental Education courses. Request Course Audit status by using the online Audit Request form.

CE: Credit by Examination
The special grade of CE is awarded when a student has applied for and successfully completed the requirements for credit by examination. Qualified curriculum students with relevant prior training or experience may earn academic credit for certain courses by examination. A student interested in receiving such credit should contact the appropriate program director for information on the procedures for application. To receive credit by examination, the student must be enrolled in a curriculum program and be registered for the course for which application is made. The application must be approved within the first 7 calendar days of the semester, and the examination must be completed within the first 14 calendar days of the semester.

To receive credit by examination, the student must score at least 85 percent on the examination. In certain courses, the required passing score may be higher. The examination may be taken only once, and a student failing the examination must complete the course for credit. No more than 10 percent of the total credit hours required by the student’s plan of study may be earned by examination unless the chief instructional officer gives special approval to exceed this limit.

CEs do not transfer to any university. Typically credit by exam is used to document relevant prior training, work experience, or competencies.

The credit by examination procedure follows:
- Enroll in the class for which you wish to take the credit by examination. Review the list and contact information for credit by examination courses.
- Obtain the application for credit by examination from the program director or course instructor.
- Student Information and Records (Wynn Center, room 10-201) must verify:
  - Admission to a program;
  - Registration for the course; and
  - Exam does not exceed the ten percent limit of credits earned by examination.
- Return the completed application and receive approval from the program director within the first seven calendar days of the semester. Some programs require a pre-test to qualify for the credit by examination.
- The examination must be completed within the first 14 days of the semester.
- To receive credit by examination, the student must score at least 85 percent on the exam. In certain courses, the required passing score may be higher.
- The examination may only be taken once.
- A student, who receives a passing grade on the credit by examination, will be given a grade of CE. The student, who passes the exam, should not drop the course. The student must remain on the roster to receive credit for the course. A student failing the exam must complete the course in order to obtain credit.
- The program director submits the application and the student’s exam and results to the department dean and then to the Vice President of Student Learning and Instructional Services. Copies of all completed credit by exams are maintained in the office of the Vice President of Student Learning and Instructional Services.

TR: Transfer Credit
Students may earn transfer credit for courses taken at other accredited institutions based upon evidence that the competencies required for the transferred course also meet the learning outcomes or competencies of a course offered at Durham Tech.

X: Grade Not Yet Reported
The student’s final grade has not yet been reported by the instructor.
### CC: Completion Credit in a Math Module
Students earn the grade of CC for each of the modules they complete within a Developmental Math Shell (DMS) course. The CC grade is calculated into the student’s completed hours for the purpose of determining completion rate, but they are not calculated into the student’s GPA. For instance, students who register for DMS 002 must complete two DMA modules within that two-credit-hour shell course; those two completed modules (e.g., DMA 010 and DMA 020) will each earn the grade of CC. If students complete only one of the required modules, they will earn the grade of CC for the first module (DMA 010) but not the second (DMA 020).

### NC: Non Course Credit
Students may earn non course credit for validated industry-recognized credentials based upon evidence that the competencies required for the credential also meet the learning outcomes or competencies of the course.

### Purpose of Revision
The previous procedures listed F2 as a historical grade. Since the grade began being used again in 2016FA, the procedures needed to be updated to reflect this change. Other edits were made to clarify language and to reflect the room numbering changes made by the college.