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
Durham Technical Community College (Durham Tech) 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</td>
<td>Superior Work</td>
<td>4</td>
</tr>
<tr>
<td>B</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>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete Work (Makeup Work Required)</td>
<td></td>
</tr>
<tr>
<td>A^2/PA^2</td>
<td>Superior Work in Developmental Education</td>
<td>4</td>
</tr>
<tr>
<td>B^2/PB^2</td>
<td>Very Good Work in Developmental Education</td>
<td>3</td>
</tr>
<tr>
<td>IP^2</td>
<td>In Progress (Must Repeat Developmental Course)</td>
<td></td>
</tr>
<tr>
<td>R^1</td>
<td>Repeat (Must Repeat Developmental or EFL Course)</td>
<td></td>
</tr>
<tr>
<td>NP^2</td>
<td>Not Passing (Must Repeat Developmental Course)</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>P1, P2, P3</td>
<td>Pass Tier 1, Tier 2, Tier 3 in Transition English and Transition Math</td>
<td></td>
</tr>
<tr>
<td>NS</td>
<td>No Show – Student Never Attended Course</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
<tr>
<td>WP^2</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Withdrawn - Passing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>CC^2</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 Tech 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.
**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 ten (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 seven (7) calendar days of the semester, and the examination must be completed within the first fourteen (14) calendar days of the semester.

To receive credit by examination, the student must score at least eighty-five (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 ten (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 is as follows:

1. The student must enroll in the class for which application for credit by examination is made. (Consult the Credit by Exam page for the list and contact information for credit by examination courses.)

2. The student must obtain the application for credit by examination from the program director or course instructor.

3. Student Information and Records (Wynn Center (Building 10), room 10-201) must:
   a. Verify admission to a program;
   b. Verify registration for the course; and
   c. Ensure the exam does not exceed the ten (10) percent limit of credits earned by examination.

4. The student must return the completed application and receive approval from the program director within the first seven (7) calendar days of the semester. Some programs require a pre-test to qualify for the credit by examination.

5. The examination must be completed within the first fourteen (14) days of the semester.

6. To receive credit by examination, the student must score at least eighty-five (85) percent on the exam. In certain courses, the required passing score may be higher.

7. The examination may only be taken once.

8. 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.

9. The program director submits the student’s application, 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 by Student Learning and Instructional Services.
I: Incomplete
The I grade may be assigned if the student has completed at least eighty (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 eighty (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).

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.

NP: Not Passing – Must Repeat Developmental Math Course
The grade of NP was assigned in Developmental Mathematics Shell courses (courses with a DMS prefix) when the student had not mastered all course competencies in the required modules within the shell course. NP is an historical grade and is no longer assigned.

NS: No Show – Student Never Attended Course
A student who registers for a course but never attends the course before the ten (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.

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.
P1, P2, P3: Pass Tier 1, Pass Tier 2, Pass Tier 3
The grades of P1 and P2 are awarded after successful completion of Tier 1 and Tier 2 respectively of Transition English (ENG-002). The grades of P1, P2, and P3 are awarded after successful completion of Tier 1, Tier 2, and Tier 3 respectively of Transition Math (MAT-003). The P1, P2, P3 grades are calculated into the student’s completed hours for the purpose of determining completion rate, but are not calculated into the student’s GPA.

R: Repeat – Must Repeat Developmental or EFL Course
The special grade of R is assigned only in some Developmental Education 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 R grade is calculated into the student’s attempted hours for the purpose of determining completion rate, but it is not calculated into the student’s GPA.

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.

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 sixty (60) percent of the class meeting hours. After the sixty (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 Registration and Enrollment Important Dates page for the last day to withdraw from a course with a grade of W.)

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 earned the grade of CC for each of the modules they completed within a Developmental Math Shell (DMS) course. The CC grade was calculated into the student’s completed hours for the purpose of determining completion rate, but they were not calculated into the student’s GPA. For instance, students who registered for DMS 002 were expected to complete two DMA modules within that two-credit-hour shell course; those two completed modules (e.g., DMA 010 and DMA 020) each earned the grade of CC. If students completed only one of the required modules, they earned the grade of CC for the first module (DMA 010) but not the second (DMA 020). CC is an historical grade and is no longer assigned.

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. WP is an historical grade and is no longer assigned.

PURPOSE OF REVISIONS
August 2017 Revision: The previous procedures listed F2 as a historical grade. Since the grade began being used again in Fall 2016, 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.

January 2019 Revision: The grading system was changed in Fall 2018 for Spring 2019 implementation to reflect changes to developmental education under the state-wide re-organization of developmental education known as Reinforced Instruction for Student Excellence (RISE).