

KENNEBEC VALLEY COMMUNITY COLLEGE

Policy #:
2.12

Effective:
10/01/07

Replaces:
07/01/97

GRADE REPORTS

Final grades must be submitted to the Academic Affairs Office at the close of each semester. Grades are due within 24 hours of the final examination or last class.

GRADING SYSTEM

"Plus" (+) and "minus" (-) grades may be used with the following values assigned:

LETTER	GRADE	SCALE
A	4.00 grade points per credit hour	95-100
A-	3.67 grade points per credit hour	90-94
B+	3.33 grade points per credit hour	87-89
B	3.00 grade points per credit hour	83-86
B-	2.67 grade points per credit hour	80-82
C+	2.33 grade points per credit hour	77-79
C	2.00 grade points per credit hour	73-76
C-	1.67 grade points per credit hour	70-72
D+	1.33 grade points per credit hour	65-69
D	1.00 grade points per credit hour	60-64
F	0.00 grade points per credit hour	Below 60

Departments, programs, and disciplines do reserve the right to modify grading policies to best suit individual courses and programs. Therefore, all course syllabi will contain the grading policies and scales used in the course. Only letter grades are recorded and issued at the end of each semester. The five (5) letter grades reflect the following quality of a student's performance:

- A: Excellent work
- B: Above average work; very good work
- C: Acceptable, satisfactory work; work met the minimum standard
- D: Poor work
- F: Unacceptable work

To compute the GPA for a semester, first multiply the grade points earned in each course by the number of credit hours assigned to the course. The resulting product is the number of quality points for that course. Then divide the total number of quality points earned during the semester by the total number of credits attempted in that semester. To compute the cumulative GPA,

divide the total quality points earned by the total credits attempted in all semesters. NOTE: Pass/Fail courses and credit granted through examination or work experience are not considered when computing the GPA

GRADING SYMBOLS/CODES

AA	Articulation Agreement
AF	Stopped attending a course without officially "Dropping." The grade of "AF" will be computed as an "F."
AU	Audit
CE	Challenge Exam
CL	CLEP Exam/DANTES Exam
DS	Directed Study
I	Incomplete
LE	Life Experience Credit
NC	Non-Credit
P	Passed (for pass/fail course, not computed in GPA)
RP	Repeat
TR	Transfer
W	Withdrew
WF	Withdrew - Failing (dropped course(s) after mid-point of semester, computed in GPA)
WP	Withdrew - Passing (dropped course(s) after mid-point of semester, not computed in GPA)
*	No grade reported

GRIEVANCE AND APPEAL PROCEDURE FOR GRADES

when a question rises between an instructor and a student concerning a final grade, the following procedures will be followed:

1. The student must make an appointment and meet with the faculty member involved to discuss the action, bringing any relevant materials such as a course outline, originals or copies of papers, lab reports, themes, and examination grades.

2. If not satisfied, the student must write a statement describing the exact nature of the appeal to the Department Chairperson responsible for the course. It is the student's responsibility to bring all relevant materials in his or her possession to the Department Chairperson.
3. If some materials needed as evidence have not been returned by the instructor during the semester, or are unavailable, the student must request that the Department Chairperson secure such evidence prior to the meeting. Appeal of a course grade should be made as soon as possible after receipt of the grade by the student. In any case, this must be completed within 30 calendar days of the issuance of the grade.
4. If the grading instructor is still employed by the College, the Department Chairperson's authority is limited to reviewing the evidence and advising the instructor that a grade change may be in order. If the instructor is no longer employed, the chairperson may recommend a change of grade. Such a recommendation is submitted and then reviewed by the Academic Standards Committee for final action.
5. If the student is not satisfied with the final action of the above process and still wishes to pursue the matter, the student must make an appointment to discuss the decision with the Academic Dean.
6. The Academic Dean decides whether there is enough evidence to call a meeting of the Academic Standards Committee for the purpose of holding a hearing. If such a hearing is to take place, all parties involved are notified at least one week in advance. In this notification, the student is advised as to the rules and procedures to be employed during the hearing. The student must be present and must bring all evidence pertaining to the grade to this meeting. The Committee may also request the instructor to be present.
7. If the Committee decides that no grade change is in order, the Committee will inform the student in writing. If the Committee decides that a change of grade is in order, it will forward recommendations in writing to the Academic Dean for implementation. The decision of the Academic Standards Committee is final.