

**STATE BOARD FOR COMMUNITY COLLEGES  
ACADEMIC, STUDENT AFFAIRS, AND WORKFORCE DEVELOPMENT  
COMMITTEE  
MARCH 21-22, 2007**

**TITLE:** **Revision to the VCCS Policy Manual Section 5.6.0—Grading System for Credit Classes** (Academic, Student Affairs, and Workforce Development Committee, Item III.A.2.b)

**BACKGROUND:**

VCCS staff discovered an area in policy in which there was very little guidance, leading to inconsistencies in the way colleges address enrollments of non-attending students. Policy 5.6.0, which outlines the Grading System for Credit classes, is silent as to how colleges should address non-attending students. It had become apparent in discussions about fostering student success that policy direction was needed as to how the colleges handle the assignment of grades for non-attending students. The Chancellor asked the Academic and Student Affairs Council (ASAC) to review the current Policy 5.6.0 and insert language to provide consistency across the system in dealing with these students. At its December 2006 meeting, ASAC approved a revision to the policy language. The revision was reviewed and approved, with a slight modification, by the Advisory Council of Presidents (ACOP) at its February 2007 meeting. Proposed policy language is presented to the State Board for Community Colleges for consideration.

**Current Policy Language**

**5.6.0 Grading System for Credit Classes (SB)**

The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

*(The remainder of policy language for this section remains unchanged.)*

**Proposed Policy Language**

**5.6.0 Grading System for Credit Classes (SB)**

*In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a*

*distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the census date or earlier date as defined and published by the institution must be administratively deleted from the course by the college. Existing college policies regarding tuition refund shall remain in effect.*

The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

*(The remainder of policy language for this section remains unchanged.)*

**ACTION RECOMMENDED:**

That the State Board for Community Colleges approve the proposed revision to Section 5.6.0 (Grading System for Credit Classes) of the VCCS Policy Manual.

**PREVIOUSLY REVIEWED BY:**

- ✓ VCCS Academic Services and Research staff
- ✓ VCCS Academic and Student Affairs Council (approved December 2006)
- ✓ VCCS Advisory Council of Presidents (approved February 2007)

**RESOURCE PERSONS:**

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research,  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

Mr. William Hightower, Director of Educational Programs, [bhightower@vccs.edu](mailto:bhightower@vccs.edu), 804.819.4696