COMMUNITY COLLEGE OF VERMONT
EVALUATION SYSTEM POLICY

See also:
Academic Honesty policy
Academic Standing policy
Complaint Resolution policy
Incomplete policy

April 11, 2002
Revised July 1, 2020

POLICY

The Community College of Vermont has established an evaluation system to record student progress in course work.

PROCEDURES

1. All CCV students enrolled for credit in a college level course may choose to be evaluated either by a letter grade (A+ through F) or by a designation of pass or no-pass (P/NP). If a student selects to be evaluated by P/NP, they must indicate that before the end of the official add/drop period. The grade option (letter grade or P/NP) selected by the student cannot be changed after the end of the official add/drop period.

2. Students may enroll in the same credit course only three times unless the course is designated as one that may be repeated for credit. After the third attempt, an appeal to re-take a course must be submitted in writing to the academic dean. Students should be mindful that the grade of the most recent course attempt (including W) becomes the grade of record for purposes of GPA and program requirement completion.

3. Per the CCV United Faculty Agreement, faculty members must complete evaluations midway and at the end of courses, indicating whether a student has satisfactorily achieved the learning objectives of the course. End-of-semester evaluations and grades are due no later than seven days after the final class meeting. All evaluations must be completed in the CCV provided tool.

4. In addition to completing a narrative evaluation, instructors of college level courses must also assign a grade following college procedures for grade entry, and instructors must include specific grade criteria for all grades in their course descriptions:

   A+ through C-: Indicates satisfactory completion of course objectives and expectations as specified in the instructor's course description. Generally, students must earn a grade of C- or higher to fulfill program requirements.

   D+ through D-: Indicates marginal performance that will not count as credit for specific program requirements or competence area requirements.

   F: Indicates failure to meet course objectives and/or failure to meet grading criteria for successful completion as described in the instructor's course description.

P: Equivalent to D- or better and therefore course will not count as credit for specific program requirements or general education requirements.

NP: Indicates failure to meet course objectives and/or failure to meet grading criteria for successful completion as described in the instructor's course description.

I (Incomplete): Indicates incomplete, a temporary grade granted only in extraordinary circumstances as outlined in the Incomplete Policy.

W (Withdraw): Indicates when a student has officially withdrawn from a course after the official drop period, but before 60% of the course duration.

NG (Not Graded): Indicates that an instructor has not yet assigned a grade to the course.

AU (Audit): Indicates that a student has requested to take the course for no credit.

5. CCV Letter Grades are assigned according to the following:

	High	Low
A+	100	98
A	<98	93
A-	<93	90
B+	<90	88
B	<88	83
B-	<83	80
C+	<80	78
C	<78	73
C-	<73	70
D+	<70	68
D	<68	63
D-	<63	60
F	<60	0
P	100	60
NP	<60	0

6. No grade is recorded or listed on the student's transcript when a student officially drops during the official Add/Drop Period.

7. When a course is repeated, the initial grade remains on the transcript but does not count in the calculation of a student's cumulative grade point average.

8. Only faculty members under contract may evaluate student performance. Under circumstances when faculty members are not available or have failed to evaluate students in a timely manner, the evaluation may be completed by the academic dean.

9. The College reserves the right to require faculty members to revise the narrative portion of evaluations that are deemed unacceptable by the course coordinator.