

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

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**PROCEDURE TITLE:**                **GRADING SYSTEM: RECORDING OF GRADES**

**BASED ON POLICY:**                **TCL 3-1-314**  
**BASED ON PROCEDURE:**        **SBTCE 3-2-105.1**

**REVISION NUMBER:**                **10**

**OFFICE OF**  
**RESPONSIBILITY:**                **ACADEMIC AFFAIRS**

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\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
March 7, 2016  
**DATE**

### **PURPOSE**

The purpose of this procedure is to define the grading system and to outline methods of recording and reporting of grades.

### **PROCEDURE**

1. Using the native system or the self-service product, instructors complete a grade roster on the College's student information system on or before the published deadline for each class they instruct.
2. The College uses a grading and grade point system in which the calculation of the student's grade point average (GPA) is based on a 0 to 4 point numerical value scale. GPA is established for curriculum courses only. The only grades and numerical values used in the calculation of GPA are:
  - A The grade "A" represents excellent achievement in mastering the requirements of a subject. "A" is used in GPA (Grade Point Average) calculations, carries a value of four (4) grade points, generates quality points (i.e., grade points times credit hours) and earns credit. (No grade points are earned for developmental or continuing education courses.)

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- B The grade "B" represents above average achievement in mastering the requirements of a subject. "B" is used in GPA calculations, carries a value of three (3) grade points, generates quality points and earns credit hours. (No grade points are earned for developmental or continuing education courses.)
  - C The grade "C" represents average achievement in mastering the requirements of a subject. "C" is used in GPA calculations, carries a value of two (2) grade points, generates quality points and earns credit hours. A grade of "C" or higher is required in all courses in the student's program of study. (No grade points are earned for developmental or continuing education courses.)
  - D The grade "D" represents below average achievement in mastering the requirements of a subject. "D" is used in GPA calculations, carries a value of one (1) grade point, generates quality points and earns credit hours, but cannot serve to fulfill course requirements for program completion. (No grade points are earned for developmental or continuing education courses.)
  - F The grade "F" represents failure in mastering the requirements of a subject. "F" is used in GPA calculations and earns no credit hours. When a student repeats a course and earns a passing grade, only the most recent grade is used in calculating the student's GPA for graduation. However, the original grade will remain on the student's transcript. (No grade points are earned for developmental or continuing education courses.)
  - WF The grade "WF" represents withdrawal with unsatisfactory progress after the midterm date. "WF" is used in GPA calculations, earns no credit hours, and generates no quality points.
3. The following authorized grades and course symbols are not used for calculation of GPA:
- I The grade "I" represents incomplete work. "I" does not affect GPA calculation; however, an "I" defaults to "F" automatically after one semester (See "F") if course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements within the prescribed time limit. The instructor must submit a grade change form to Student Records. The instructor must provide documentation including record of attendance, current grades, and record of any communication with the student about the assignment of the incomplete grade. The Dean must approve the assignment of an incomplete grade.

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- W The grade "W" represents official withdrawal from a course. "W" is not used in GPA calculations, generates no quality points and earns no credit hours.
- WP The grade "WP" represents official withdrawal from a course with satisfactory progress after midterm. "WP" is not used in GPA calculations, generates no quality points and earns no credit hours.
- CF The grade "CF" (carried forward) is given when the beginning and the end dates cross terms, such as in the case of some self-paced, independent study, or distance learning courses. The grade of "CF" must be replaced by a permanent grade when the course is completed. After initial course registration, the student will not be required to re-register for a course crossing terms to receive a permanent grade. The grade of "CF" does not affect GPA calculations, carries a value of 0 grade points, generates no quality points, and earns no credit hours.
- E The grade "E" represents exemption from a particular course. This grade is issued to a student successfully completing the course exemption process. "E" is not used in GPA calculations, does cause credit hours to be earned but no quality points to be generated.
- TR "TR" (transfer) is given for allowable equivalent credits earned at other Colleges and Universities. Earns credit hours. A "TR" is not used in GPA calculations and generates no grade points. (All "TR" grades must be supported by an official transcript from the post-secondary institution where the credit was awarded.)
- AU The grade "AU" represents any course taken as an audit course. "AU" is not used in GPA calculations, carries a value of 0 points, generates no quality points, and earns no credit hours.
- NC The grade "NC" (No Credit) is awarded in the case of developmental education courses in which there is insufficient demonstration of mastery of the subject matter. A "NC" is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.
- NR The grade "NR" (No Report) is issued only when the instructor does not submit grade reports. A "NR" is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours. A "NR" grade must be replaced by a final grade as soon as received from instructor.
- S The grade "S" represents satisfactory work and applies to specialized courses and seminars. "S" does not affect GPA calculations, earns no quality points but

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does cause credit hours or CEU's to be earned as specified for that particular course.

SC The grade "SC" represents satisfactory work and applies to specialized courses and seminars. "SC" does not affect GPA calculations, earns no quality points but denotes completion of subject requirements prescribed for the student.

U The grade "U" represents unsatisfactory progress or withdrawal prior to completion and applies to specialized courses and seminars. A "U" does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.

4. Any student not taking the final exam or not excused from the final exam by the instructor prior to the exam date will receive a grade of W, WP, WF or I.
5. Division Deans will maintain a file copy of grades and final grade awarded. Division Deans will retain file copies grades for three years.
6. All grades must be entered into the Datatel grade roster within 24 hours of the ending of the final exam period.
7. Grades will be verified by the Registrar within five (5) business days of the end of the semester and available electronically for the student to view through WebAdvisor by the sixth business day.
8. Any of the above grade symbols may be used for developmental studies or continuing education courses. Developmental studies credits earned in developmental studies courses (courses numbered less than 100) or continuing education credits (CEUs) earned in continuing education courses (courses numbered 500 and above) shall not be creditable toward an academic certificate, diploma or degree and shall not generate grade points for use in GPA calculation. Courses numbered as (100) shall not be creditable towards any degree program but credits shall be earned and grade points shall be earned in the overall GPA average.
9. In accordance with Procedure 4-1-404.20, a student may repeat any course. The repeated course will be identified on the student's record. All grades will appear on the college transcript but only the most recent grade earned will be calculated in the grade point average.
10. In accordance with Procedure 4-1-404.10, a grade point average (GPA) of at least 2.0

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in the student's major (i.e., all coursework presented for graduation) is the minimum standard of academic progress.

11. The college may grant academic course credit for Continuing Education courses completed at the Technical College of the Lowcountry's Continuing Education division using any of the following options: mixed enrollment, challenge exams, exemptions for experiential credit, or comparison of equivalent competencies taught by faculty credentialed at the appropriate academic credit level. The College may charge an administrative fee for processing a student's curriculum credit request.

### **DEFINITIONS:**

#### Mixed Enrollment

The college may choose to enroll both credit and continuing education students in the same course if the instructor meets the SACS criteria for the credit version of the course, the content and/or competencies for the continuing education course are the same as the credit version, the contact hours of the continuing education course are at least as long as the credit version, the continuing education course has equivalent evaluations that document student attainment of course competencies, and the continuing education course has the same prerequisites as the credit version of the course. Students must declare when they register for the course whether they are seeking academic credit or continuing education credit and must pay all tuition and fees based on their selection of academic or CEU (Continuing Education Unit) credit.

#### Challenge Exam

The college may offer a graded challenge exam and transcript graded academic credit for students who have met placement and other entry requirements, including payment of full academic tuition and fees.

#### Experiential Credit

The college may choose to grant exemption credit ("E" grade) for equivalent continuing education units (CEUs), work experience (experiential learning), and/or training.

#### Exemption Exam

A written and/or performance examination to prove content mastery in a specified course, approved by the appropriate instructional faculty, and available to currently enrolled students who desire to receive college course credit. Earns an "E" grade.