STATEMENT OF PROCEDURE

TITLE:  GRADING SYSTEM

NUMBER:  4.2.26

SOURCE OF AUTHORITY:  STATE PROCEDURE 3-2-105.1

DATE: 02/28/13

SUPERCEDES PROCEDURE DATED: 06/01/06

DATE REVIEWED: 02/28/13

PROCEDURE ORIGINATOR:  ACADEMIC AFFAIRS

PROCEDURE APPROVAL:  DR. RON BARTLEY

I. PURPOSE:

To establish guidelines for awarding letter grades.

II. IMPLEMENTATION:

1. The College requires a minimum numerical score for conversion to letter grade:
   
   A  - Shall be no less than 90.
   B  - Shall be no less than 80.
   C  - Shall be no less than 70.
   D  - Shall be no less than 60.
   F  - Shall be any score less than 60.

2. Reporting of grades to Records Office for a letter grade:

   A EXCELLENT 4 grade points for each credit earned. (No grade points for developmental studies or continuing education courses.)

   B ABOVE AVERAGE 3 grade points for each credit earned. (No grade points for developmental studies or continuing education courses.)

   C AVERAGE 2 grade points for each credit earned. (No grade points for developmental studies or continuing education courses.)
D BELOW AVERAGE 1 grade point for each credit earned. (No grade points for developmental studies or continuing education courses.)

F FAILURE 0 grade points for each credit attempted. (No grade points for developmental studies or continuing education courses.)

WF WITHDRAWN FAILURE 0 grade points for each credit attempted. (No grade points for developmental studies or continuing education courses.)

The following authorized grades and course symbols are not used for calculation of GPA:

WP WITHDRAWN PASSING No credits or grade points. Given when student is passing at point of withdrawal.

W WITHDRAWN No credits or grade points.

I INCOMPLETE No credits or grade points. Defaults to F after a maximum of one semester. Student does not re-register for course until "incomplete" is resolved.

CF CARRY FORWARD No credits or grade points. Given when only for self-paced or independent study courses. Must be replaced by a permanent grade when course is completed. Student does not re-register for course until "carry forward" is resolved.

E EXEMPT Earns credits. No grade points. Awarded for course exemption based on testing, equivalent work or educational experience. A college may choose to grant exemption credit ("E" grade) for continuing education units (CEUs), work experience, experiential learning, and/or training.

TR TRANSFER Earns credits. No grade points. Allowable equivalent Tech credits earned at other regionally accredited postsecondary institutions supported by official transcripts.

AU AUDITS No credits or grade points.

NC NO CREDIT No credits or grade points. Non-punitive grade.

NR NO REPORT No credits or grade points. Issued only when instructor does not submit grade reports. Must be replaced by a final grade as soon as received from instructor.

S SATISFACTORY Earns credits or Continuing Education Units CEUs. No grade points.

SC SATISFACTORY Earns credits. No grade points. Denotes completion of subject requirements prescribed for student.

U UNSATISFACTORY No credits, CEUs or grade points.

3. DEVELOPMENTAL STUDIES AND CONTINUING EDUCATION GRADES

Any of the above grade symbols may be used for developmental studies or continuing education courses. In addition, colleges may expand the above grades to denote multi-exit points. However, developmental studies credits earned in developmental studies courses (courses numbered less than 100) or continuing education credits (CEUs) earned in continuing education
4. REPEAT GRADES

For repeat grades earned by a student, the College will use the Highest grade earned in GPA calculation. In all cases, the Student’s complete academic record is reflected on the transcript.

5. STANDARDS OF PROGRESS

A semester/term and cumulative grade point average (GPA) of 2.0 shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

A grade point average (GPA) of at least 2.0 in the student's major (i.e., all coursework presented for graduation) is required for graduation.