

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

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**TITLE:** GRADING SYSTEM AND STANDARDS OF STUDENT PROGRESS

**POLICY REFERENCE NUMBER:** 3-2-105

**DIVISION OF RESPONSIBILITY:** ACADEMICS, STUDENT AFFAIRS & RESEARCH

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**DATE APPROVED:** January 13, 2022

**DATE OF LAST REVISION:** October 1, 2021

GRADING SYSTEM

Each institution must establish a grading system within the parameters of the State Board grading system procedure. The colleges shall use 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	EXCELLENT	4 grade points for each credit earned. (No grade points for developmental education or continuing education courses.)
B	ABOVE AVERAGE	3 grade points for each credit earned. (No grade points for developmental education or continuing education courses.)
C	AVERAGE	2 grade points for each credit earned. (No grade points for developmental education or continuing education courses.)
D	BELOW AVERAGE	1 grade point for each credit earned. (No grade points for developmental education or continuing education courses.)
F	FAILURE	0 grade points for each credit attempted. (No grade points for developmental education or continuing education courses.)

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WF WITHDRAWN FAILURE 0 grade points for each credit attempted. (No grade points for developmental education 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WP WITHDRAWN PASSING No credits or grade points.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W WITHDRAWN No credits or grade points.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. 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.

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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.

### DEVELOPMENTAL EDUCATION AND CONTINUING EDUCATION GRADES

Any of the above grade symbols may be used for developmental education or continuing education courses. In addition, colleges may expand the above grades to denote multi-exit points. However, developmental education credits earned in developmental education 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.

### REPEAT GRADES

Each college will establish a college policy/procedure clearly stating how the institution governs repeat grades earned by a student. However, in all cases, the student's complete academic record shall be reflected on the transcript.

### STANDARDS OF PROGRESS

A semester/term and cumulative grade point average (GPA) of 2.0 shall be used at each 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 academic program (i.e., all coursework presented for graduation) is required for graduation. Each college shall include in its Standards of Academic Progress a grade point average scale that shows satisfactory progress toward graduation.

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### AWARDING OF COLLEGE CREDIT FOR NON-CREDIT COURSES COMPLETED WITHIN THE SAME COLLEGE'S CONTINUING EDUCATION DIVISION

A college may grant academic course credit for Continuing Education courses completed within the same college'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. Colleges may charge an administrative fee for processing a student's curriculum credit request.

#### DEFINITIONS:

Mixed Enrollment – A college may choose to enroll both credit and continuing education students in the same course if the instructor meets the SACSCOC 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 – A 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 – A 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 "E" grade.