

PROCEDURE:

6.5.2p1. Grading System

Revised: March 18, 2009; March 17, 2010; March 16, 2011; March 21, 2012; March 20, 2013; March 19, 2014; March 18, 2015; March 15, 2017; March 21, 2018; March 18, 2020; March 17, 2021; May 18, 2022

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Adopted: March 19, 2008

I. PURPOSE

Grades are assigned based on a 4.0 grading scale.

II. RELATED AUTHORITY

State Board Policy 6.5.2. Student Grade Point Average

TCSG Procedure 6.5.2p. Student Grade Point Average

Ogeechee Technical College Catalog and Student Handbook

III. APPLICABILITY

This procedure applies to all students enrolled in credit programs at Ogeechee Technical College.

IV. DEFINITIONS

None.

V. ATTACHMENTS

None.

VI. PROCEDURE

Grades are issued at the end of each term using the following grading system(s):

For Credit:

Grades	Explanation	Grade Points
A	Excellent (90-100%)	4
B	Good (80-89%)	3
C	Satisfactory (70-79%)	2
D	Poor (60-69%)	1
F	Failing (0-59%)	0
WF	Withdrew Failing	0
W	Withdrew	Not Computed
WM	Withdrew Military	Not Computed
I	Incomplete	Not Computed
AU	Audit/Warranty	Not Computed
EX	Credit by Exam	Not Computed
EXE	Credit by Exemption (Exam)	Not Computed
EXP	Credit by Exemption (Portfolio)	Not Computed

TRA	Transfer Credit	Not Computed
TRB	Transfer Credit	Not Computed
TRC	Transfer Credit	Not Computed
TRM	Transfer Credit (Military)	Not Computed
AC	Articulated Credit	Not Computed
Z	Withdrew/COVID19	Not Computed

Learning Support (Institutional Credit):

A*	Excellent (90-100)	Not Computed
B*	Good (80-89)	Not Computed
C*	Satisfactory (70-79)	Not Computed
D*	Poor (60-69)	Not Computed
F*	Failing (0-59)	Not Computed

"I" Incomplete - The grade "I" may be given to any student who has not completed all required course work by the end of the term. If the required work is not completed by the last day of the subsequent term, the "I" will automatically become an "F" (0), unless an extension of the incomplete is approved by the Dean for Academic Affairs over the program. A student will not be eligible to enroll in courses that require pre-requisites if the student has an "I" in the pre-requisite course.

"WF" Withdrew Failing - After mid-term, the student was failing upon withdrawing from the course or College.

"WM" Withdrew Military - Indicates that the student withdrew from school in response to being called to active military duty.

"AU" Audit - By registering as an auditor and paying fees and tuition, a student is permitted to audit a course, with the consent of the instructor, without meeting all requirements of the course and without receiving course credit. Exceptions to the policy include certain laboratory courses and supervised work experience.

"EX" Exempt - Signifies that the student received credit by successfully completing a course exemption examination.

"EXE" Credit by Exemption (Exam) - Signifies that the student received credit by successfully completing a course exemption examination.

"EXP" Credit by Exemption (Portfolio) - Signifies that the student received credit by prior learning or work experience.

"TRA" Transfer - The student transferred coursework to the College with a grade of "A" from another regionally or nationally accredited college.

"TRB" Transfer - The student transferred coursework to the College with a grade of "B" from another regionally or nationally accredited college.

"TRC" Transfer - The student transferred coursework to the College with a grade of "C" from another regionally or nationally accredited college.

"TRM" Transfer Credit (Military) - Signifies that the student received transferred credit for military experience.

"AC" Articulated Credit - The student earned credit for coursework completed at the secondary level.

Validation of Credit - Ogeechee Technical College must validate student competencies before awarding articulated credit for competencies learned in high school by administering the final examination/exemption examination for the course to be articulated.

Learning Support - A grade with an asterisk following is a learning support grade and should not be computed in a student's GPA.

"W" Withdrew - The student withdrew from the course or College on or before mid-term.

"Z" - The student withdrew from the course because of reasons related to COVID-19.

Grade Reports

Final grades will be recorded by instructors and submitted to the Registrar's Office at the end of the term. Students view their final grades via BannerWeb at the end of the term.

Calculation

A grade point average (GPA) is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted.

Grade	Numerical Equivalent		Credit Hours	Grade Points	GPA
A	4	x	3	12	
B	3	x	2	6	
C	2	x	3	6	
D	1	x	1	1	
F/WF	0	x	3	0	
			12	25	2.08

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is an attempt to reflect the total credit instructional activity of the student. The CGPA is not affected by program of study,

changes in program of study, or student classification. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at that Technical College.

The cumulative grade point average is recalculated after each semester to include the current semester's grade(s).

Graduation Grade Point Average

The Graduation Grade Point Average is calculated only on those courses required for graduation. When a course is taken more than once, the final grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation.

Semester Grade Point Average

The Semester Grade Point Average is that average calculated based on all credit courses taken each semester at that Technical College.

VII. RECORD RETENTION

All records are maintained in accordance with the TCSG records retention policy.