

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>GRADING SYSTEM</b>	Policy 6.02.02
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Official grades are issued for each student at the end of each semester. Students enrolled in curriculum courses will be graded by the letter grade system indicated below and assigned a grade point average (GPA) for each semester. Instructors shall inform students about the specific grading scales. The College does not have a uniform grading scale.

A student's GPA is determined by dividing the total number of quality points by the number of credit hours attempted. A Program GPA of 2.00 is required for graduation. Transfer credits are not included in the GPA computation.

GRADE	DEFINITION	GRADE POINTS PER SEMESTER HOUR
A	The student has, in a superior way, met the objectives established for the course.	4
B	The student has more than adequately met the objectives established for the course.	3
C	The student has adequately met the objectives established for the course.	2
D	The student has minimally met the objectives established for the course.	1
F	The student failed to meet the objectives established for the course.	0
I	<b>Incomplete:</b> Indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80 percent of course requirements must have been completed for the student to be eligible for an "I" contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following semester or the grade will be automatically changed to an "F." An "I" does not count as hours attempted or as hours earned.	0
AP	<b>Advanced Placement:</b> This symbol counts as credit hours earned but does not count in GPA calculations.	0
AU	<b>Audit:</b> This grade does not count as hours attempted or as hours earned.	0
AW	<b>Administrative Withdrawal:</b> Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course. This grade does not count as hours attempted for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
CP	<b>CLEP Examination:</b> This grade counts as credit hours earned but does not count in GPA calculations.	0
NA	<b>Never Attended:</b> Indicates the student registered but never attended.	0
P	<b>Passing:</b> Awarded upon mastery of transitional coursework and certain continuing education courses. A minimum of 80 percent attendance is required in continuing education courses.	0

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P1	<b>Passing Tier 1:</b> Awarded upon mastery of tier 1 in transition courses.	0
P2	<b>Passing Tier 2:</b> Awarded upon mastery of tier 2 in transition courses.	0
P3	<b>Passing Tier 3:</b> Awarded upon mastery of tier 3 in transition courses.	0
R	<b>Repeat:</b> This grade is given when a student fails to pass a transition or co-requisite course and must repeat the course. This grade does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
S	<b>Credit by Examination:</b> The student received credit for the course through a proficiency examination. This grade counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree, a diploma, or a certificate may be earned through "Credit by Examination" unless otherwise approved by the Executive Vice President for Instruction and Student Services.	0
SP	<b>Secondary Placement:</b> This grade counts as credit hours earned for certain eligible high school courses but does not count for purposes of calculating GPA.	0
SR	<b>Senior Audit:</b> This grade does not count as hours attempted or as hours earned.	0
TP	<b>Transfer Passing:</b> This grade is used for transferring developmental/transition coursework.	0
TP1	<b>Transfer Passing Tier 1:</b> This grade is awarded for credit of tier 1 in transition courses.	0
TP2	<b>Transfer Passing Tier 2:</b> This grade is awarded for transfer credit of tier 2 in transition courses.	0
TP3	<b>Transfer Passing Tier 3:</b> This grade is awarded for transfer credit of tier 3 in transition courses.	0
TR	<b>Transfer Credit:</b> This symbol counts as credit hours earned but does not count in GPA calculations.	0
W	<b>Withdraw:</b> Indicates the student withdrew before the published withdrawal date that can be found in the college calendar. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0

The pound (#) symbol immediately following the letter grade after summer 2007 indicates the course was academically forgiven and is not included in the GPA.

Cross Reference: 6.02.03 – Grade Appeal;  
6.02.04 – Academic Probation and Suspension

Adopted: April 2014

Revised: October 28, 2014  
April 28, 2015  
January 23, 2018  
March 2022