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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Statement Title:

Grading System**6.13**Responsible
Division:

Instructional Services

Date Approved:

January 2003

1. 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 inform students about the specific grading scales. The College does not have a uniform grading scale.
2. The GPA is determined by dividing the total number of quality points by the number of credit hours attempted.
3. A GPA of 2.00 is required for graduation. Transfer credits are not included in the GPA computation.

GRADE	DEFINITION	QUALITY 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	Incomplete. An "I" 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 the 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 automatically be changed to an "F." An "I" does not count as hours attempted or as hours earned.	0
AU	Audit. This grade does not count as hours attempted or as hours earned.	0
NA	Never Attended. Indicates the student registered, but never attended the class. This grade does not count as hours attempted or as hours earned.	0
W	Withdraw. 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
S	Credit by Exam. The student received credit for course through 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, diploma, or certificate, may be earned through a "Credit by Exam" unless otherwise approved by the Vice President for Instructional Services.	0
P	Passing. Awarded upon successful completion of certain continuing education course; 80 percent	0

	attendance is required.	
CS	Continuing Study. Indicates that a student must continue study at his current level of Developmental Education coursework. 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
AP	Advanced Placement. This symbol counts as credit hours earned, but does not count in GPA calculations.	0
SP	Secondary Placement. This symbol counts as credit hours earned for certain eligible high school courses included in the Tech Prep program, but does not count for purposes of calculating GPA	0

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