

Procedure: 6.5.2p. (V.G.1.) Student Grade Point Average

Revised: July 28, 2020; April 17, 2020; September 10, 2014; November 7, 2013

Last Reviewed: October 23, 2020; September 19, 2019; October 17, 2018

Adopted: May 1, 2008



I. PURPOSE:

The Technical College shall observe a uniform procedure for calculating cumulative grade point averages. All grades will be assigned based upon a 4.0 grading scale. Individuals who withdraw from courses after being called to military duty will not be penalized for the withdrawal with respect to calculation of their grade point averages

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Powers and Duties
State Board POLICY: 6.5.2. Student Grade Point Average
State Board POLICY: 6.4.3. National Emergencies

III. APPLICABILITY:

All Technical Colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS:

- A. **Cumulative Grade Point Average:** grade point average calculated on all attempts at all credit courses taken at the Technical College.
- B. **Graduation Grade Point Average:** grade point average calculated only on those courses required for graduation.
- C. **Semester Grade Point Average:** grade point average calculated based on all credit courses taken each semester at the Technical College.

V. ATTACHMENTS: None

VI. PROCEDURE:

- A. The technical colleges shall assign grades based on a 4.0 grading scale.
- B. The following symbols do not have numerical equivalents and are not calculated in the grade-point average:
 - 1. "I" (incomplete);
 - 2. "IP" (in progress);
 - 3. "P" (pass)

4. "W" (withdraw)
 5. "WP" (withdraw passing)
 6. "N" & "AU" (non- credit/audit)
 7. "EX" , "EXE", "EXP" (credit by exam or portfolio)
 8. "TR", "TRA", "TRB", & "TRC (transfer credit)
 9. "TRM" (transfer credit – military)
 10. "AC" (articulated credit); and
 11. "U" (unsatisfactory)
 12. "Z" (COVID-19 withdraw)
- C. The grade of "F" represents failure and the grade of "WF" represents withdrawal while failing. These grades have numerical equivalents and shall be calculated in the GPA. "F" and WF are unacceptable credit in a course.
 - D. The grade of "Z" represents withdrawal from a course before completion due to the COVID-19 emergency. This grade does not have numerical equivalents and will not be calculated in the GPA. This grade is unacceptable credit in a course.
 - E. Students who are no-shows and students dropping a course or courses before the end of the third instructional day of the semester shall receive no grades for the applicable courses.
 - F. Work ethics grades will not be included in the calculation of any GPA.
 - G. 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.

The assigned values for the grades are A = 4, B = 3, C = 2, D = 1, and F and WF = 0.

Class Code	Course Title	Hours Attempted	Grade	Grade Value	Quality Points
MATH 1013	Algebra Concepts	3.0	A	4	12.0
ENGL 1010	English	3.0	B	3	9.0
ACCT 1100	Financial Accounting	4.0	F	0	0
EMPL 1000	Interpersonal Relations & Professional Development	2.0	C	2	4.0

For example, 25.0 Total Quality Points divided by 12.0 Hours Attempted equals a GPA of 2.08

- H. The Cumulative Grade Point Average (CGPA) is an attempt to reflect the total credit instructional activity of the student. It is recalculated after each semester to include the current semester's grade(s). 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 the Technical College.
- I. The Graduation Grade Point Average calculation includes only those courses required for graduation. When a course is taken more than once, the final or highest grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation.

- J. The Semester Grade Point Average is that average calculated based on all credit courses taken each semester at the Technical College.
- K. If a student completely withdraws from courses after being called to military duty, the course registration status in Banner screen SFAREGS should be changed to 'WM' for 'Withdraw Military'. (NOTE: You will have to add this code to your Banner screen STVRSTS and STVESTS.) The 'WM' code should have zero credit hours and zero billing hours associated with it and function in the same way as the code used for 'No Shows'.
- L. While faculty members are free to use modifiers on grades such as plus (e.g. B+) and minus (e.g. A-) to provide students with a finer level of feedback on work submitted during the semester, the overall grade submitted as the permanent record for the course will be a letter grade only.
- M. The Data Center will extract records relating to grade point averages or other symbols and provide reports as required.

VII. RECORD RETENTION

All records must be retained in accordance with the TCSG Student Records Retention Schedule as noted in *6.3.2p Student Record Retention Schedule*.