



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Grading System - Recording of Grades**  
**Number: 3.2.3.1**

Responsibility: Academic Affairs  
Last Updated:  
Related Policy: 3.2.3 Grading System

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President

**Purpose:**

The purpose of this procedure is to define the grading system and to outline methods of recording and reporting grades.

**Procedure:**

1. Using designated student information system, instructors complete a grade roster on the College's student information system on or before the published deadline for each class they instruct.
2. The College uses 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 the following:
  - A The grade "A" represents excellent achievement in mastering the requirements of a subject. "A" is used in GPA (Grade Point Average) calculations, carries a value of four (4) grade points, generates quality points (i.e., grade points times credit hours) and earns credit. (No grade points are earned for developmental or continuing education courses).
  - B The grade "B" represents above average achievement in mastering the requirements of a subject. "B" is used in GPA calculations, carries a value of three (3) grade points, generates quality points and earns credit hours. (No grade points are earned for developmental or continuing education courses).
  - C The grade "C" represents average achievement in mastering the requirements of a subject. "C" is used in GPA calculations, carries a value of two (2) grade points, generates quality points and earns credit hours. A grade of "C" or higher is required in all

courses in the student's program of study. (No grade points are earned for developmental or continuing education courses).

- D The grade "D" represents below average achievement in mastering the requirements of a subject. "D" is used in GPA calculations, carries a value of one (1) grade point, generates quality points and earns credit hours, but cannot serve to fulfill course requirements for program completion. (No grade points are earned for developmental or continuing education courses).
- F The grade "F" represents failure in mastering the requirements of a subject. "F" is used in GPA calculations and earns no credit hours. When a student repeats a course and earns a passing grade, only the highest grade is used in calculating the student's GPA for graduation. However, the original grade will remain on the student's transcript. (No grade points are earned for developmental or continuing education courses).
3. The following authorized grades and course symbols are not used for calculation of GPA:
- I The grade "I" represents incomplete work. "I" does not affect GPA calculation however, an "I" defaults to "F" automatically after one semester (See "F") if course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements within the prescribed time limit. The instructor must submit a grade change form to Student Records. The Dean must approve the assignment on an incomplete grade
- W The grade "W" represents official withdrawal from a course. "W" is not used in GPA calculations, generates no quality points, and earns no credit hours.
- E The grade "E" represents exemption from a particular course. This grade is issued to a student successfully completing the course exemption process. "E" is not used in GPA calculations, does cause credit hours to be earned but no quality points to be generated.
- TR The grade "TR" (transfer) is given for allowable equivalent credits earned at other colleges and universities. Earns credit hours. A "TR" is not used in GPA calculations and generates no grade points. (All "TR" grades must be supported by an official transcript from the accredited post-secondary institution where the credit was awarded).
- AU The grade "AU" represents any course taken as an audit course. "AU" is not used in GPA calculations, carries a value of 0 points, generates no quality point, and earns no credit hours.
- NC The grade "NC" (No Credit) is awarded in the case of developmental education courses in which there is insufficient demonstration of mastery of the subject matter. A "NC" is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points, and earns no credit hours.

- NR The grade “NR” (No Report) is issued only when the instructor does not submit grade reports. A “NR” is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points, and earns no credit hours. A “NR” grade must be replaced by a final grade as soon as received from the instructor.
- S The grade “S” represents satisfactory work and applies to specialized courses and seminars. “S” does not affect GPA calculations, earns no quality points but does cause credit hours or CEU’s to be earned as specified for that course.
- U The grade “U” represents unsatisfactory progress or withdrawal prior to completion and applies to specialized courses and seminars. A “U” does not affect GPA calculations, carries a value of 0 grade points, generates no quality points, and earns no credit hours
4. School Deans will maintain a file copy of grades and final grade awarded. School Deans will retain file copies of grades for three years.
  5. All grades must be entered in to the designated college information system grade roster within 24 hours of the end of the final exam period.
  6. Grades will be verified by the Registrar within 48 hours of the end of the semester and available electronically for the student to view at that time.
  7. Any of the above grade symbols may be used for developmental studies or continuing education courses. Developmental studies credits earned in developmental studies 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. Courses numbered as 100 shall not be creditable towards any degree program, but credits shall be earned, and grade points shall be earned in the overall GPA average.
  8. In accordance with Repeat Course Procedure, a student may repeat any course. The repeated course will be identified on the student’s record. All grades will appear on the college transcript, but only the highest grade earned will be calculated in the grade point average.
  9. A grade point average (GPA) of at least 2.0 in the student’s major (i.e., all coursework presented for graduation) is the minimum standard of academic progress.
  10. The college may grant academic course credit for Continuing Education courses completed at the Technical College of the Lowcountry’s Continuing Education School using any of the following options: challenge exams, exemptions for experiential credit, or comparison or equivalent competencies taught by faculty credentialed at the appropriate academic credit level. The College may charge an administrative fee for processing a student’s curriculum credit request.