

WGTC 6.13

Grading System

The following grade system is used to report student progress in credit courses:

Grade	(Nature of Work)	Grade Points
<i>A</i>	(90-100) Excellent	4
<i>B</i>	(80-89) Good	3
<i>C</i>	(70-79) Satisfactory	2
<i>D</i>	(60-69)	1
<i>F</i>	(Below 60) Failing	0
<i>WF</i>	Withdrew Failing	0
<i>I</i>	Incomplete	Not Computed
<i>WP</i>	Withdrew Passing	Not Computed
<i>NG</i>	No Grade	Not Computed
<i>AU</i>	Audit	Not Computed
<i>EX</i>	Credit by Competency Exam	Not Computed
<i>TR</i>	Transfer Credit	Not Computed
<i>W</i>	Withdrew	Not Computed
<i>Z</i>	COVID-19 withdraw	Not Computed
<i>AC</i>	Articulated Credit	Not Computed

Learning support courses are graded on an *A** through *F** scale. The following learning support grades are not computed in a student's institutional GPA but do apply toward Financial Aid Satisfactory Progress.

<i>A*</i>	= 90-100	Not Computed
<i>B*</i>	= 80-89	Not Computed
<i>C*</i>	= 70-79	Not Computed
<i>D*</i>	= 60-69	Not Computed
<i>F*</i>	= 00-59	Not Computed
<i>WF*</i>	= 00-59	Not Computed

Grade Point Average (GPA)

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 eligible courses, and (3) dividing the total points by the total number of credits attempted in eligible courses. Eligible courses include all courses numbered 1000 and above, with the exception of COLL 1000. Grades for courses numbered 0-0999 are not included in the calculation of the Grade Point Average.

I (Incomplete) The grade of *I* is given to students only in extenuating circumstances. It signifies that a student has not completed all required course work by the end of the semester. Student and instructor must request a grade of *I* before grades are posted. If the required make-up work is not completed by the end of the first three weeks of the following semester, the *I* will automatically become an *F*. If a student received a grade of *I* in a course which is a prerequisite to other courses, the student must complete the required make-up work to determine the final grade and eligibility to enroll in other courses.

AU (Audit) By registering as an auditor, a student is permitted to audit a course/program and attend classes without receiving credit. Students are not permitted to change from audit to credit after the drop/add period or from credit to audit after the drop/add period at the beginning of each semester. Students who audit a class must pay regular fees for enrollment in any course(s).

W (Withdraw) This grade signifies that a student has officially withdrawn by the withdrawal date of the semester.

Z (COVID - 19 withdrawal) The grade of "Z" is only available during designated semesters as directed by TCSG. 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.

WF (Withdraw Failing) This grade indicates that a student officially withdrew after the withdrawal date of the semester. The *WF* has zero quality points and is calculated in the grade point average (GPA).

Academic Requirements

To meet academic requirements, students may not make a grade of *D* in their program courses, including program-specific electives. (This policy excludes core courses, unless a grade of *C* or better is required as a prerequisite to other courses.) Students who make a *D* must repeat the course and obtain a final grade higher than *D*. The first grade will, however, still be recorded on the transcript. A minimum cumulative grade point average of 2.0 is required for graduation.

To fulfill the academic requirements of all health services programs, a minimum grade of "C" is required for progress from specified courses to more advanced courses. Students who fail to earn a program-defined satisfactory grade in any course required for their selected health

science program will not be allowed to continue in the program and must withdraw from the program. Upon completion of these requirements, students will be allowed to continue when the course sequence permits. In addition, a minimum grade of 75 is required for academic course progression in both the Registered Nursing and Licensed Practical Nursing programs. Students who fail to earn a program-defined satisfactory grade in any course required for their selected nursing program will not be allowed to continue in the program and must withdraw from the program. Students may reapply for competitive selection in the nursing program after 3 years. Requirements for academic progression in health science and nursing programs are outline in individual program handbooks and in the student catalog.

Academic Probation and Dismissal

Students who earn a GPA of less than 2.0 for a semester are placed on academic probation. Students who are placed on academic probation or are admitted on probation must earn a minimum of a 2.0 GPA the following semester of attendance to remove themselves from probation. Students who fail to earn a 2.0 GPA while on probation are subject to academic dismissal.

A student who receives an academic dismissal may petition the Director of Admissions for re-admission after one full semester. A second academic dismissal will constitute a permanent dismissal.

Learning Support

The Learning Support Program at West Georgia Technical College serves students who need academic assistance. It includes learning support courses designed to improve students' basic abilities in the areas of English composition, mathematics, and reading skills. These courses, designated by course number 0090 - 0999, do not carry credit toward graduation and may be taken prior to enrollment in credit courses or in combination with credit courses, depending on a student's admission status.

Work Ethics

The Technical College System of Georgia and WGTC believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, a system to evaluate work ethics has been developed.

Work ethics grades (3, 2, 1, 0) are earned in all credit courses with the exception of eCampus courses and are reflected and explained on student transcripts and semester grade reports. The work ethics credits do not count toward graduation requirements, included in the calculation of GPA, or in calculating eligibility for financial aid but may affect employment opportunities.

Work ethics grading is performed "by exception," indicating that the majority of students receive a work ethics grade of 2 (meets expectations). Instructors record a grade for students who display either poor work ethics or exceptional work ethics behavior by adding to or

subtracting points from the grading of the respective work ethics trait. The work ethics grade will be determined by evaluating such factors as attitude, attendance, character, appearance, teamwork, cooperation, productivity, organizational skills, communication, and respect. A plan of improvement is given to the student who displays a poor work ethic, and a review date is set to re-evaluate performance before a final work ethics grade is assigned.

Reference: State Board Policy 5.1.2.
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Academic Affairs	Effective: 3/2009
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