

3354:1-30-03.2 Procedure on grading and awarding of credit.

(A) The College shall adhere to established grading systems for credit courses and non-credit courses. Instructors determine grades, subject to the College's policies and procedures.

(1) Credit Grading System:

<u>Letter Symbolism</u>	<u>Description</u>	<u>Quality Points</u>
A	A grade of "A" indicates that a student has demonstrated excellent academic performance; it carries a weight of four quality points for every credit hour of the course in which the grade is earned.	4
B	A grade of "B" indicates that a student has demonstrated good academic performance; it carries a weight of three quality points for every credit hour of the course in which the grade is earned.	3
C	A grade of "C" indicates that a student has demonstrated average academic performance; it carries a weight of two quality points for every credit hour of the course in which the grade is earned.	2
D	A grade of "D" indicates that a student has demonstrated minimal academic performance; it carries a weight of one quality point for every credit hour of the course in which the grade is earned.	1
F	A grade of "F" indicates that a student has failed to demonstrate minimal academic performance; it carries a weight of zero quality points for each credit hour of the course in which the grade is earned.	0

<u>Letter Symbolism</u>	<u>Description</u>	<u>Quality Points</u>
P	A grade of "P" (Pass) indicates that a student has satisfactorily completed course requirements; it carries a weight of zero quality points for each credit hour of the course in which the grade is earned. "P" requires "C" or better work. The credit hours earned are awarded, but are not included in the computation of a student's cumulative grade point average.	0
NP	"NP" represents "D" or "F" work; however, the "NP" is not included in the computation of a student's cumulative grade point average.	0
AU	A notation of "AU" (Audit) indicates that a student was granted permission to register for a credit course and attend that course on an audit basis with no academic credits to be awarded. The College will award no quality points for audited courses, and the College will not include credits earned in the computation of a student's cumulative grade point average.	0
	These notations indicate credit has been awarded by the College as follows:	0
	AL Local Apprenticeship Program	
	AP Advanced Placement	
	AS Advanced Standing *	
	AW Statewide Apprenticeship Program	
	CB Competency-Based Education Learning	
	CL College-Level Examination Program (CLEP)	
	CT CTAG/Career-Technical Assurance Guide	
	EX Institutional Credit by Exam	
	HL Higher-Level International Baccalaureate	
	MC Military Credit/Military Credit from Non-Education Source	
	MT Military Transfer Assurance Guide (MTAG)	
	OM Credit for Associate of Technical Study in Building and Industrial Technology *	
	ON Credit for Associate of Technical Study in Business Technology *	

OO Credit for Associate of Technical Study in Health and Allied Health Technology *

OP Credit for Associate of Technical Study in Information Technology *

OQ Credit for Associate of Technical Study in Services Technology

PO Other Institutional Prior Learning Assessment

PP Portfolio Prior Learning Assessment

SL Standard-Level International Baccalaureate

TPC Tech Prep

- I A notation of "I" (Incomplete) indicates that a student has not completed all course requirements as a result of circumstances judged by the instructor to be beyond the student's control. Failure to complete such requirements not later than the end of the fifth full week of the next semester will result in an "F" (Failing) grade. 0
- i A repeat symbol of "i" (include) will appear next to a higher grade earned in a repeated course to indicate that the grade should be included to calculate the student's grade point average.
- e An "e" (exclude) will appear in the repeat field to exclude the lower grade resulting from a course repeat.
- T A notation of "T" ("Transfer"; or "T" plus another symbol such as "TA" or "TUL") indicates that a student has been awarded credit for course work which has been evaluated and accepted in transfer from another accredited institution of higher education in accordance with the College's transfer credit from other institutions policy. The credit hours awarded shall not be included in the computation of a student's cumulative grade point average. 0

<u>Letter Symbolism</u>	<u>Description</u>	<u>Quality Points</u>
	USF DD-214 – Military Physical Education Credit. Academic credit in physical education for training received in the military services of the United States. The College will grant upon petition two credit hours of academic credit in physical education in recognition of physical education training received by students who have served on active duty in the military services of the United States for at least three hundred sixty-five consecutive days.	0
W	A notation of "W" (Withdrawal) indicates a student withdrawal from a course.	0
WF	A grade of "WF" (Withdrawal for Stopped Attending), accompanied by a documented last date of attendance, indicates that a student has stopped attending class on the noted date and prior to the end of the term. This grade will count in attempted hours, carries a weight of zero quality points, and will be calculated into GPA as such. It indicates a student's failure of the course due to stopped attending.	0

(2) Non-Credit Grading System:

<u>Letter Symbolism</u>	<u>Definition</u>
P	A grade of "P" (Pass) indicates that a student has passed course requirements; it carries a weight of zero quality points.

- NP A grade of “NP” (No Pass) indicates that a student has not passed course requirements; it carries a weight of zero quality points.
- N A grade of “N” (Never Attended) indicates that a student has registered but did not attend any course sessions and did not officially notify the college of his/her intent to withdraw prior to the grade submission.

- (B) The President or the President’s designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: December 1, 2020

Prior effective date(s): November 3, 2011; October 6, 2006

Procedure amplifies: 3354:1-30-03