

# Grades

Grades are awarded according to the following system:

Credit Courses:	Grade	Numeric Score	Quality Points
	A	90 – 100	4
	B	80 – 89	3
	C	70 – 79	2
	D	60 – 69	1
	F	0 – 59	0
	W	Withdrawn	Not Computed
	WP	Withdrawn Passing	Not Computed
	WF	Withdrawn Failing	0
	Z	COVID-19 Withdrawal	Not Computed
	I	Incomplete	Not Computed
	IP	In Progress	Not Computed
	AC (A, B, C)	Articulated Credit	Not Computed
	AU	Audit	Not Computed
	TR (A, B, C, M)	Transfer Credit	Not Computed
	EXE, EXP	Exemption Credit	Not Computed
<b>Learning Support:</b>			
	A*	90 – 100	Not Computed
	B*	80 – 89	Not Computed
	C*	70 – 79	Not Computed
	D*	60 – 69	Not Computed
	F*	0 – 59	Not Computed
	W*	Withdrawn Failing	Not Computed
<b>Non-Credit:</b>			
	S	Satisfactory	Not Computed
	U	Unsatisfactory	Not Computed

**W** – This grade signifies that a student withdrew from a course on or before the last day of the semester, whether the work is passing or failing. No credit is given and no grade points are calculated. A grade of “W” is not included in calculating the grade point average but is counted as coursework attempted.

**WP** – Effective January 1, 2020, this grade is no longer issued, but may appear on transcripts for courses taken prior to this date. This grade signifies that a student withdrew from a course after the 60% mark of the term, had a passing average at the time of withdrawal, and was making satisfactory progress. A grade of “WP” is not included in calculating the grade point average but is counted as coursework attempted.

**WF** – Effective January 1, 2020, this grade is no longer issued, but may appear on transcripts four courses taken prior to this date. This grade signifies that a student withdrew from a course after the 60% mark of the term, had a failing average at the time of withdrawal, and was not making satisfactory progress at the time of withdrawal. A grade of “WF” is calculated in the grade point average as an “F” and is counted as coursework attempted.

**Z** – Effective for spring semester 2020, this grade represents withdrawal from a course prior to 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.

**I** – This grade signifies that a student has satisfactorily completed 80% of the class days of the required coursework, but for non-academic reasons beyond the student's control, has not been able to complete the course. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements and received approval from the Vice President for Academic Affairs or designated representative. Grade of “I” not cleared by the end of the following term will be converted to an “F”.

**IP** – This grade signifies that for administrative reasons the course continues beyond the end of the term. Grades of “IP” not cleared by the end of the following term will be converted to an “F”.

**AC (A, B, C)** – Articulated credit may be awarded for coursework completed under formal articulation agreements when established competencies have been achieved. A grade of AC will be given for the course(s). The third letter indicates the grade earned in the course.

**AU** – A student may choose to audit a class rather than take it for credit. By auditing a class the student is allowed to attend class in accordance with the following guidelines: (1) meet established admissions requirements of Coastal Pines Technical College, (2) have the approval of the instructor and follow regular registration procedures, (3) obtain prior approval from the Vice President for Academic Affairs for any changes from audit to credit or credit to audit status, and (4) pay the appropriate fee for auditing the course. Anyone auditing must attend class and observe normal attendance requirements. The audit period of a class must conform to the same time period allowed for credit, with no extension of time. An audit grade may not be later changed to a credit grade. A student who is auditing a course is eligible to receive all materials available to credit students except for tests. The instructor may provide "practice tests" for the audit student. Students auditing a class are not eligible for financial aid for that course.

**TR (A, B, C, M)** – A grade of "TR" indicates that the student has successfully completed the course at another postsecondary institution or earned military credit. The third letter indicates the grade earned in the course and the M represents Military credit; however, this grade will not count in the cumulative Grade Point Average (GPA). The student will however, receive comparable credit hours at CPTC for the credit hours received at the former institution.

**EXE** – A grade of "EXE" indicates that a student has exempted a course through examination. Credit is given but grade points are not calculated.

**EXP** – A grade of "EXP" indicates that a student has exempted a course through portfolio presentation. Credit is given but grade points are not calculated.

**S** – A grade of "S" indicates that the student has successfully mastered all of the course competencies. A grade of "S" carries no quality points, but institutional credit hours for that course will be awarded to the student.

**U** – A grade of "U" indicates that the student did not master of the course competencies. A grade of "U" carries no quality points.

## Grade Point Average (GPA) Calculation and Definitions

The GRADE POINT AVERAGE (GPA) is calculated by multiplying the credits for each course by the quality points associated with the grade earned, totaling the points earned for all courses, and dividing the total points by the total number of credit attempts.

All grades will be assigned based upon a 4.0 grading scale.

Quality Points are assigned to each letter grade.

- A = 4.0 quality points
- B = 3.0 quality points
- C = 2.0 quality points
- D = 1 quality point
- F = 0 quality points

The assigned values for the grades are A = 4, B = 3, C = 2, D = 1, and F = 0. (D & F are unacceptable credit in a course; therefore, those grades do not satisfy the graduation requirements)

Class Code	Course Title	Hours Attempted	Grade	Grade Value	Quality Points
MATH 1013	Algebra Concepts	3	A	4	12
ENGL 1010	English	3	B	3	9
ACCT 1100	Financial Accounting	4	F	0	0
EMPL 1000	Interpersonal Relations & Professional Development 2	4	C	2	4

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

# Cumulative Grade Point Average/Overall (GPA)

The Cumulative Grade Point Average (CGPA) is calculated using all courses attempted/earned at Coastal Pines Technical College (CPTC) Learning Support courses are not calculated in the cumulative grade point average. The cumulative GPA 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 the 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 Coastal Pines Technical College

## Graduation Grade Point Average (GPA)

The Graduation Grade Point Average is calculated using only those courses required for graduation. The Graduation GPA is used to determine eligibility for Honor Graduates. When a course is taken more than once, the highest grades will be used in calculating the grade point average for graduation. A minimum 2.0-grade point average is needed for graduation. The program GPA is used to determine eligibility for Honor recognition at graduation.

## Semester GPA

The semester grade point average is calculated based on all credit courses taken each semester at CPTC.

## Transfer GPA

The Transfer GPA is calculated using credit accepted from other institutions. Credits transferred count toward the requirements for graduation, but are not included in the Institutional GPA. The Transfer GPA is not used to determine Academic Standing. The Transfer GPA is used for consideration of program admission into competitive entry programs.

## Grades and Other Academic Appeals

A student may appeal a final grade or other academic decision in accordance with CPTC procedure. A student may appeal by submitting a typed letter of appeal to the instructor who awarded the grade or made the academic decision within ten (10) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision.

If the appeal to the instructor does not satisfactorily resolve the student's concern, he or she may further appeal to the appropriate Dean for Academic Affairs by submitting a typed letter or email of appeal and the results of the appeal to the Dean within twenty (20) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision.

If the student is not satisfied with the decision of the Dean, the student may appeal to the Vice President for Academic Affairs by submitting a typed letter or email of appeal and the results of appeals to the Vice President of Academic Affairs within thirty (30) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision. The decision of the Vice President for Academic Affairs shall be final.

# Work Ethics

Coastal Pines Technical College, a unit of the Technical College System of Georgia, instructs and evaluates students on work ethics in all programs of study. Ten work ethic traits have been identified and defined as essential students success; students will be graded on work ethic traits in each occupational course (excluding general education, basic skills and learning support courses):

- Attendance
- Productivity
- Organizational Skills
- Attitude
- Communication
- Appearance
- Cooperation
- Teamwork
- Respect
- Character

A work ethic grade will be assigned at the end of each academic term. It will be recorded on each student's transcript but will not be calculated in the GPA. The grades assigned for work ethics are as follows:

- Exceeds expectations = 3
- Meets expectations = 2
- Needs improvement = 1
- Unacceptable = 0