

SRTC Procedure: Grading System

Each student's academic progress, conduct, and attitude are continuously appraised. At the end of each semester, the achievement of each student is reported using the following system of grade assignment:

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	W	Withdrawn	Not Computed
	I	Incomplete	
	IP	In Progress	
	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
Learning Support:	Grade	Numeric Score	Quality Points
	A*	90 – 100	
	B*	80 – 89	
	C*	70 – 79	
	D*	60 – 69	
	F*	0 – 59	
	W*	Withdrawn	
Non-Credit:	Grade	Numeric Score	Quality Points
	S	Satisfactory	Not Computed
	U	Unsatisfactory	Not Computed

W – This grade signifies that a student withdrew from a course prior to the last two weeks of term. 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.

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**”.

I – This grade signifies that a student has satisfactorily completed 80% of the class days of the required course work, 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. Grades of “**I**” not cleared within the first two weeks of the next term will be converted to an “**F**”. Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the

instructor and approved by the Vice President for Academic Affairs or a designated representative; however, under no circumstances extended beyond the term.

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).

AU – A student may choose to audit a course rather than take it for credit. By auditing a course, the student is allowed to attend course in accordance with the following guidelines: (1) meet established admissions requirements for Southern Regional Technical College (SRTC), (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 regulations. The audit period of a course 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 course 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. A grade of “**TR**” carries no quality points. The student will, however, receive comparable credit hours at SRTC 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 a course being held in escrow or that the student received credit for the 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 all of the course competencies. A grade of “**U**” carries no quality points.

Federal and state regulations require students meet minimum academic requirements to remain eligible for financial aid each semester. In order to maintain financial aid eligibility at Southern Regional Technical College, students must meet minimum cumulative Grade Point Average (GPA) requirements as well as successfully complete, within a maximum timeframe, all coursework required for completion of the chosen program of study, SRTC requires that all financial aid recipients earn a cumulative GPA of 2.0 and successfully complete, with a grade of “**C**” or better, at least two-thirds or 66.67% of all credit hours attempted.

All courses in degree, diploma, and certificate programs of study require a grade of “**C**” or higher in order to satisfy program, graduation, and transfer requirements.

Grades are based upon quality and quantity of achievement in both the classroom and the laboratory. Students failing to maintain a standard of satisfactory progress will be withdrawn from Southern Regional Technical College.

Satisfactory Academic Standing

Students must maintain a minimum of a 2.0 cumulative GPA to be in satisfactory academic standing. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic semester. The semester GPA must be 2.0 or above at the end of the probationary semester to maintain satisfactory status. Failure to maintain satisfactory status during a probationary semester will result in dismissal. A student dismissed due to academic deficiency may reapply for admission after waiting one (1) full semester. Upon readmission, the student must make a 2.0 or above each semester to maintain satisfactory standing or will be dismissed.

Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program but may apply for another program in another department. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.

Overall GPA must be 2.0 or better before graduation can occur. Graduation grade point average is calculated only on those courses required for graduation. When a course is taken more than once, the final attempt will be used in calculating the grade point average for graduation.

Work Ethic

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. To ensure that all graduates have successfully completed the necessary Work Ethics coursework, students are required to complete the Work Ethics course assignments in Blackboard prior to graduation. The Work Ethics coursework will be offered in conjunction with an entry level occupational course and a capstone occupational course appropriate for their program and must be completed in order to graduate. For more information, please see the Director of Distance Education or program Advisor.

School of Health Science Academic Requirements

To fulfill the academic requirements of all programs in the School of Health Sciences, a minimum grade of "C" is required for progress from specified courses to more advanced courses. The grading system of all programs in the School of Health Sciences establishes passing grades that document student achievement of course competencies at levels acceptable for job entry. Students not attaining the minimum grades referenced above will be required to repeat the course(s) and achieve the minimums prior to continuing in the curriculum.

Students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must successfully complete with a grade of "C" or higher all ALHS, science and math courses within five (5) years and all prerequisites within two attempts. All academic history within the last five (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts. Anyone failing to meet this criteria will be counseled to apply to a program that does not require the failed ALHS or prerequisite(s). Any student accepted into a program in the School of Health Sciences who fails to attain a minimum grade of "C" in any occupationally or technically specific course will be required to repeat the

course. Any student in the School of Health Sciences admitted to a program who fails to attain a minimum grade of “C” in an occupationally or technically specific course in two separate courses will be withdrawn from the program. Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program for a period of five years, but may apply for admission to any other program at the College. (One Block Failure equals failure in both a PNSG course and its matching PNSG clinical course.) This policy is inclusive of all transfer students also attempting readmission after a clinical failure at any other college. However, the student may apply to another program in the School of Health Sciences. A student returning for a second attempt in a program in the School of Health Sciences will be admitted based on seat availability and meeting competitive admissions requirements. Please be aware that programs in the School of Health Science may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

Time Limits on Occupationally Related Technical Course Work

For Health Sciences there is a 5 year time limit on math, science, and occupational courses. There is a 7 year time limit on all other occupational courses. The student may appeal these deadlines and, in agreement with the advisor and the registrar, may choose to take an exemption examination.

Demerit Systems

Some programs utilize a demerit system. Students are informed of the rubric criteria via the course syllabus.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Reference:

[General Program Standards 03-04-05; 02-07-01](#)
[Course Time Limit Appeal Form](#)

Adopted: 02-09-15
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