

# CPTC Procedure: Student Grading

At the end of each semester, student achievement is reported through the assignment of a grade. The minimum passing grade in all courses at Coastal Pines Technical College is C (70 – 79). The letter grade of D (60-69) will be awarded if earned, but will carry no credit for course completion.

A Student Grade Point Average (GPA) is used to determine the student's academic standing and is calculated using quality points assigned to the corresponding letter grade. Following State Board Policy, quality points are multiplied by the credit hours for each course. The total quality points of all courses attempted is divided by the total credit hours attempted to obtain the student grade point average for the term.

Grades are awarded according to the following system:

<b>Credit Courses:</b>	<b>Grade</b>	<b>Numeric Score</b>	<b>Quality Points</b>
	A	90 – 100	4
	B	80 – 89	3
	C	70 - 79	2
	D	60 – 69	1
	F	0 - 59	0
	W	Withdrawn	Not Computed
	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	Exemption by Exam	Not Computed
	EXP	Exemption by Portfolio	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	W*	Withdrawn	Not Computed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 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 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” with the exception of spring semester 2020. Due to the limited lab time during the COVID-19 pandemic, students who receive a grade of “IP” for spring semester 2020 will have their grade of “IP” automatically converted to a grade of “Z” if not cleared by the end of summer semester 2020.

**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.

**Responsibility:**

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

**Adopted:** April 28, 2014

**Revised:** March 16, 2021