

# 6.5.2.1. OFTC Grading System Procedure

## Grading System

The following grading system will be used to specify levels of performance in course work.

Special Note: A grade of "C" or higher is required in order for a student to receive credit for any course taken at OFTC.

Grades are issued at the end of each semester using the following grading system(s):

<b>GRADES</b>	<b>EXPLANATION</b>	<b>RANGE</b>	<b>POINTS</b>
A	Excellent	(90-100)	4
B	Good	(80-89)	3
C	Satisfactory	(70-79)	2
D	Poor	(60-69)	1
F	Failing	(0-59)	0
Z	WCOVID		nc
WF	Withdrew Failing		0
W	Withdrew		nc
WM	Withdrew Military		nc
I	Incomplete		nc
AC	Articulated Credit		nc
AU	Audit		nc
EXE	Credit by Exam		nc
TRA, TRB, TRC or TRM	Transfer Credit		nc

Because of the hardship to students presented by the interruption to coursework for the spring semester 2020 caused by the COVID-19 outbreak, the withdrawal deadline for all classes will be extended to 05/12/2020. Any student who completes the official withdrawal process or has been administratively withdrawn after 14 consecutive days of non-participation will receive a W. This is a temporary amendment to the procedure during spring semester 2020 due to the COVID-19 outbreak. Normal procedure will resume for summer semester 2020.

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. This grade is unacceptable credit in a course.

## GRADE DEFINITIONS

### "WF" WITHDREW FAILING

Assigned if the student was administratively withdrawn due to a drug violation. Calculated in the GPA the same as an "F".

### "W" WITHDREW

Assigned if the student withdraws on or prior to mid-term.

### "WM" Withdrew Military

Indicates that the student withdrew from school in response to being called to active military duty.

### "I" INCOMPLETE

The grade of "I" (Incomplete) may be given to a student, who for nonacademic reasons beyond his or her control, is unable to meet the full requirements of a course. Exceptions to nonacademic reasons are (1) Commercial Truck Driving and the Department of Motor Vehicle Safety testing schedule; and (2) Business Administrative Technology and the "Timed Writing." In order to qualify for an "I," a student must (a) have completed 75% of the major assignments of the course; and (b) be passing the course (aside from the assignments not completed) (3) failure to complete the HAVEN requirement in EMPL 1000, PSYC 1010, or PSYC 1011. It is the student's responsibility to request in writing to the instructor consideration of the "I" (incomplete grade) stating the conditions why he/she feels the "I" is warranted. The "I" will be given at the discretion of the instructor, and the Incomplete Grade Record form will be submitted by the instructor 2 days before the end of the semester to the Vice President for Academic Affairs or Dean for Academic Affairs. The student will have until the incomplete deadline of the following semester to complete the work to receive credit for the course. If the work is not completed in that semester, the incomplete grade will become an "F." If a student receives a grade of "I" in a course that is a prerequisite to other courses, the student must complete the required makeup work to determine the final grade and eligibility to enroll in subsequent courses. The "I" is not calculated in the grade point average.

## “AU” AUDIT

A student who registers as an auditor of a course must meet the usual admissions requirements or have departmental approval. By registering as an auditor and paying fees and tuition, the student is permitted to audit a course, with the consent of the instructor, without meeting all requirements of the course and without receiving course credit.

Exceptions to this policy include certain laboratory courses and supervised work experience. A student is not permitted to change from audit to credit or from credit to audit after the first day of the term. Neither financial aid nor VA benefits can be used for audited courses.

## “EXE” CREDIT BY EXAM

The student receives credit for a course by successfully completing a competency examination on the course work.

## “TRA,” “TRB,” “TRC,” or “TRM” TRANSFER CREDIT

The student transfers coursework to Oconee Fall Line Technical College from another regionally accredited institution. To be eligible for transfer credit, the student must have earned a “C” (2.0) or better in the course.

- "TRA" Transfer - The student transferred coursework to the college with a grade of "A" from another regionally or nationally accredited college.
- "TRB" Transfer - The student transferred coursework to the college with a grade of "B" from another regionally or nationally accredited college.
- "TRC" Transfer - The student transferred coursework to the college with a grade of "C" from another regionally or nationally accredited college.
- "TRM" Transfer - The student transferred coursework to the college from military transcripts.

Program specific technical courses will be considered for transfer credit for course work completed within the past 60 months. A student desiring consideration of credit for technical courses or experiences not approved may request credit by exemption testing. General Education courses do not have a specified time limit to be considered for transfer. Certain Allied Health courses may have a more stringent time limit requirement on transfer courses.

Credit awarded by nationally accredited institutions will be accepted only when faculty credentials can be verified as greater than or equivalent to OFTC standards.

Transfer credit will not be considered for remedial English, remedial mathematics, or remedial reading but maybe used for placement purposes.

## Work Ethics Grades

The work ethics grade does not calculate into the grade point average. It is included on the student's academic transcript for every occupational/program course taken at OFTC.

<b>EXPLANATION</b>	<b>GRADE</b>
Exceeds Expectations	3
Meets Expectations	2
Needs Improvement	1
Unacceptable	0

## Grade Reports

Final grades will be recorded by instructors and submitted to the Registrar's Office at the end of the term. Students view their final grades via BannerWeb after the end of the term.

## GRADE POINT AVERAGE Calculation

The semester grade point average is calculated by dividing the total number of quality points by the total number of credit hours attempted in a semester. Courses with "NC" (not computed) are not calculated in the GPA.

<b>GRADE</b>	<b>NUMERICAL EQUIVALENT</b>	<b>CREDIT HOURS</b>	<b>QUALITY POINTS</b>	<b>GPA</b>
A	4	3	12	
B	3	2	6	
C	2	3	6	
D	1	1	1	
F/WF	0	3	0	
		12	25	2.08

## SEMESTER GRADE POINT AVERAGE

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

## CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average (CGPA) is an attempt to reflect the total credit instructional activity of the student. The CGPA is not affected by program of study, changes in program of study, or student classification. The cumulative grade point average is that grade point average calculated on all attempts for all credit courses taken at the institution. The cumulative grade point average is recalculated after each semester to include the current semester's grade(s).

## GRADUATION GRADE POINT AVERAGE

The graduation grade point average (GGPA) is calculated only on those courses required for graduation. When a course is taken more than once, the final or highest grade will be used in

calculating the grade point average for graduation. If a student elects to repeat a course in which he or she earned a satisfactory grade ("A," "B," or "C"), the student's advisor must obtain permission from the Vice President for Academic Affairs or Dean of Academic Affairs over that program area. A 2.0 grade point average is needed for graduation. Students must achieve a minimum course grade of "C" or above in all courses. NOTE: Former HGTC students will be required to have a grade of "C" or higher after July 1, 2011 for all courses taken at OFTC. However, HGTC courses with a grade of "D" will be considered for successful completion of a course as long as the student is continuously enrolled at OFTC. If a student stops out voluntarily or involuntarily during a Fall or Spring Semester, then the student will be readmitted under the current OFTC policy.

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