



DENMARK TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.10.04 GRADING SYSTEM AND STANDARDS OF STUDENT PROGRESS

Policy Title: Grading System and Standards of Student Progress Policy

Policy Type: Administrative

Policy Number: ADM Policy #03.10.04 (2020)

Legal Authority: Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

State Board Policy: 3-2-105; Procedure: 3-2-105.1

Approval Date: April 29, 2020

Responsible Office: Academic Affairs

Responsible Executive: Vice President of Academic Affairs

Applies to: College Community

POLICY STATEMENT

Denmark Technical College uses a grading system within the parameters of the State Board for Technical and Comprehensive Education's (SBTCE) grading system procedure. The grading and grade point system calculates a student's grade point average (GPA) based on a 0 to 4 point numerical value scale. GPA is established for curriculum courses only. The only grades and numerical values used in the calculation of GPA are:

A	EXCELLENT	4 grade points for each credit earned. (No grade points for developmental studies or continuing education courses.)
B	ABOVE AVERAGE	3 grade points for each credit earned. (No grade points for developmental studies or continuing education courses.)
C	AVERAGE	2 grade points for each credit earned. (No grade points for developmental studies or continuing education courses.)
D	BELOW AVERAGE	1 grade point for each credit earned. (No grade points for developmental studies or continuing education courses.)
F	FAILURE	0 grade points for each credit attempted. (No grade points for developmental studies or continuing education courses.)

WF WITHDRAWN FAILURE 0 grade points for each credit attempted. (No grade points for developmental studies or continuing education courses.)

The following authorized grades and course symbols are not used for calculation of GPA:

WP WITHDRAWN PASSING No credits or grade points. Given when student is passing at point of withdrawal.

W WITHDRAWN No credits or grade points.

I INCOMPLETE No credits or grade points. Defaults to F after a maximum of one semester. Student does not re-register for course until "incomplete" is resolved.

E EXEMPT Earns credits. No grade points. Awarded for course exemption based on testing, equivalent work or educational experience.

TR TRANSFER Earns credits. No grade points. Allowable equivalent Tech credits earned at other regionally accredited postsecondary institutions supported by official transcripts.

AU AUDITS No credits or grade points.

DEVELOPMENTAL STUDIES AND CONTINUING EDUCATION GRADES

Developmental studies credits earned in developmental studies courses (courses numbered less than 100) or continuing education credits (CEUs) earned in continuing education courses (courses numbered 500 and above) shall not be creditable toward an academic certificate, diploma or degree and shall not generate grade points for use in GPA calculation.

REPEAT GRADES

Under no circumstances can a grade be deleted from a student's transcript. In instances where a course is repeated, only the credit hours and quality points associated with the highest grade will be counted in the calculation of the student's GPA. In the event of identical grades, the credit hours and quality points of only the latest repetition will be included in the student's GPA.

STANDARDS OF PROGRESS

A semester/term and cumulative grade point average (GPA) of 2.0 shall be used to determine satisfactory academic standing. Students who fall below this standard will be subject to policies regarding Satisfactory Academic Progress.

A grade point average (GPA) of at least 2.0 in the student's major (i.e., all coursework presented for graduation) is required for graduation.

Academic Progress a grade point average scale that shows satisfactory progress toward graduation.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	4
Contacts	5
Stakeholder(s) (For Administrative Policy).....	5
(Title: Policy Contents).....	5
Publication	5
Review Schedule.....	5
Related Documents	5
Forms	5

DEFINITIONS

Experiential Credit – A college may choose to grant exemption credit (“E” grade) for equivalent continuing education units (CEUs), work experience (experiential learning), and/or training.

Exemption Exam – A written and/or performance examination to prove content mastery in a specified course, approved by the appropriate instructional faculty, and available to currently enrolled students who desire to receive college course credit. Earns “E” grade.

CONTACT(S)

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required by Presidential Policy #02.30.06.01 (2020) *Policy Classification and Numbering System* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

STAKEHOLDER(S)

College community; more specifically, students (including Dual credit) and faculty

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: April 29, 2022
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.