PROCEDURE: 6.5.2p.L1
WGTC Student Grading Procedure

Adopted: **April 17, 2020**

Purpose

This local procedure is used in conjunction with TCSG 6.5.2p Student Grade Point Average.

Grade Reports

Grade reports can be accessed by authorized users via myBanweb. A letter academic grade and a numeric work ethics grade is issued for each course in which a student was enrolled.

Grading System

Evaluation of each student's progress, conduct, and attitude is continuous. Instructors report irregularity in attendance and progress to a Dean of Academic Affairs or Executive Vice President for Academic Affairs whereby corrective steps may be taken to assure quality training. At the end of each semester, the achievement of each student is reported using the following system of grade assignment:

A (4)	Excellent 90-100
B (3)	Good 80-89
C (2)	Average 70-79
D (1)	Below Average 60-69
F (0)	Failure 0-59
I	Incomplete
IP	In-Progress
W	Withdrawn (by midterm)
Z	Withdrew/Failed/Stopped Attending Due to a Qualifying Emergency
AU	Audit – no credit earned
TRA	Transfer Credit

TRB	Transfer Credit
TRC	Transfer Credit
AC	Articulated Credit
TRM	Transfer Credit (Military)
EXP	Credit by Exemption (Portfolio)
EXE	Credit by Exemption (Exam)

A grade of "I" (incomplete) may be issued to any student not completing all required coursework by the end of the semester, upon approval from the course instructor and program Dean. If the incomplete "I" is not removed before the midpoint of the following semester, it will be recorded as a failure "F" on the student's official transcript. Student must see their advisor for more information as certain programs are excluded or require a quicker completion. A grade of "I" may prohibit a student from registering for specific courses for the next term due to not meeting prerequisite requirements.

A grade of "IP" (in-progress) indicates the course continues beyond the end of the semester. The final grade is reported at the end of the following semester except in special circumstances. A grade of IP issued in Spring Semester for a Dual Enrollment student for a course taken at the student's high school may continue through the end of the following Fall Semester. A grade of IP for a qualified emergency as determined by the college or other authority that alters the delivery of academic course work may continue until the qualified emergency is deemed over. A grade of "IP" may prohibit a student from taking specific courses during the next term due to not meeting prerequisite requirements. An "IP" may be issued upon approval of the program Dean. A grade of IP that is not resolved in the above-mentioned timeframes would be recorded as an F.

A grade of "W" indicates the student withdrew prior to 60% of the course(s).

A grade of "Z" is given when a student has stopped attending, failed or withdrew during a qualifying emergency that altered the delivery of academic coursework during the emergency. The grade of Z is only to be used for students that have been given a waiver in response to the qualifying emergency. A qualifying emergency is determined by the college with guidance from the Technical College System of Georgia, Department of Education, Accreditors and other organizations with governance over college policies and procedures. Qualifying emergency definitions may be tied to regional, state or national emergency response procedures.

A grade of "AU" indicates the student audited the course. Students are permitted to audit a course or program, and attend classes, without meeting all admission requirements for the course or program. Students will not receive credit for an audited course. Students are required to meet prerequisite requirements for courses or obtain a waiver from the Dean overseeing the course.

Responsibility

The Vice President for Enrollment Management has the overall responsibility of ensuring this procedure is implemented.

References
TCSG Policy 6.5.2 Student Grading Procedure
TCSG Procedure 6.5.2p. Student Grading Procedure