

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title GRADING SYSTEM	Number D-14.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 3
Approval Vice President _____ President _____	Supersedes Procedure No. D-14.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. The following symbols are used in the recording of final grades:
- A: Excellent, (4 grade points)
 - B: Above Average, (3 grade points)
 - C: Average, (2 grade points)
 - D: Below Average, (1 grade point)
 - E: Exemption (No grade points). Exemption credit will not affect GPA calculations or generate grade points.
 - F: Failure (No grade points). Minimum course requirements not met. Credits attempted will be used in GPA calculation.
 - I: Incomplete (No grade points). The student has not met course objectives and must remove the incomplete ("I" grade) by the 10th class day of the semester immediately following; otherwise the Incomplete will be changed to an "F."
 - W: Withdrawn prior to the fifth class day of the semester.
 - WP: Withdrawn Passing. This will not appear as credit attempted, but no credits or grade points awarded.
 - WF: Withdrawn Failing. This computes as an F and will appear as credit attempted; computed in the GPA.
 - AU: Audit. This grade is not computed in the GPA, does not reflect credits attempted.

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- TR: Credit transferred from another postsecondary institution (grades below "C" will not be accepted). These grades will not be used in the calculation of the GPA.
- TA: Credit transferred from another postsecondary institution where the student earned an "A" grade. These grades will not be used in the calculation of the GPA.
- TB: Credit transferred from another postsecondary institution where the student earned an "B" grade. These grades will not be used in the calculation of the GPA.
- TC: Credit transferred from another postsecondary institution where the student earned an "C" grade. These grades will not be used in the calculation of the GPA.
- U: Unsatisfactory. "U" does not affect GPA calculations, earn institutional credit hours or CEU's, generates no grade points. (Used exclusively in continuing education.)
- S: Satisfactory. "S" does not affect GPA calculations, does earn institutional credit hours or CEU's, generates no grade points. (Used exclusively in continuing education.)
- A*: Excellent, (No grade points). Used exclusively in Developmental Studies.
- B*: Above Average, (No grade points). Used exclusively in Developmental Studies.
- C*: Average, (No grade points). Used exclusively in Developmental Studies.
- D*: Below Average, (No grade points). Used exclusively in Developmental Studies.
- F*: Failure, (No grade points). Used exclusively in Developmental Studies.

Grades with an asterisk () earn institutional credit hours but do not affect GPA calculations and generate no grade points. To advance in DVS courses requires a "C*" or higher.

- II. The College operates on the semester system, and uses a grade point system to measure academic progress. Each grade received is assigned a grade point value (A=4; B=3; C=2; D=1; F=0). This grade point value is multiplied by the credit hours of the course to determine the grade point earned for that course. The grade points earned in each course are added, and that total is divided by the total credit hours attempted. This determines the grade point average, which is the measure of the progress a student is making toward successful completion of a degree or diploma program.

Example: Quality points are determined by assigning numerical values to letter grades as follows:

- | | |
|----------------------|---------------------|
| A = 4 quality points | D = 1 quality point |
| B = 3 quality points | F = 0 quality point |
| C = 2 quality points | |

A grade of "A" in a three-hour course will equal 12 (4 X 3) earned grade points.

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III. The semester GPA is computed as follows:

Course	Grade	Cr. Hrs.	Qual. Points
BUS 101	B	3	9 (3 X 3)
COL 103	A	3	12 (4 X 3)
SPC 205	C	3	6 (2 X 3)
PSY 203	C	3	6 (2 X 3)
ENG 101	A	<u>3</u>	<u>12</u> (4 X 3)
		15	45

The program GPA is computed by taking into account all program-required courses. The program GPA determines graduation eligibility.

The cumulative GPA is computed by taking into account all courses attempted.

Quality Points (45) divided by Credit Hours Attempted (15) = Grade Point Average (3.0).

IV. Students may repeat courses with only the higher of the two grades being calculated in the GPA. All grades will appear on the student's transcript.