

**TRI-COUNTY TECHNICAL COLLEGE  
PROCEDURE**

**PROCEDURE NUMBER:** 3-2-1050.1

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**TITLE:** Grading System Credit and Non-credit Courses

**RELATED POLICIES  
AND PROCEDURES:** 3.2.1010.6 Credit Program Registration  
3-2-1050.3, Credit Course Grade Timetable and Grade  
Change Procedure  
3-2-1050.4, Auditing of Credit Courses Procedure  
3-2-1050.5, Standards of Academic Progress  
3-2-1051, Repeat Grade  
3-2-1031, Attendance for Credit Students

**ADMINISTRATIVE  
RESPONSIBILITY:** Chief Academic Officer

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July 1, 2004	November 4, 2024	November 8, 2021
<b>DATE APPROVED BY PRESIDENT</b>	<b>DATE LAST REVIEW</b>	<b>DATE LAST REVISION</b>

I. The following grading system is used for credit courses:

A	Excellent	“A” is used in GPA calculations, earns credit hours, and carries a value of 4 grade points for each credit hour.
B	Above Average	“B” is used in GPA calculations, earns credit hours, and carries a value of 3 grade points for each credit hour.
C	Average	“C” is used in GPA calculations, earns credit hours, and carries a value of 2 grade points for each credit hour.
D	Below Average	“D” is used in GPA calculations, earns credit hours, and carries a value of 1 grade point for each credit

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		hour.
F	Failure	"F" is used in GPA calculations, earns no credit hours, and carries 0 grade points for each credit hour attempted.
WF	Withdrawn – Failing	"WF" is used in GPA calculations, earns no credit hours, and carries 0 grade points for each credit hour attempted. Used only for Academic Integrity violations.
I	Incomplete	"I" does not affect GPA calculations, earns no credit hours, and generates no grade points. The student will be allowed 20 instructional days into the succeeding term/session to complete the unfinished assignments (see Academic Calendar for specific dates).  The instructor may set an earlier deadline for completion of assignments. If fewer than 20 instructional days are granted, the due date for completion must be stated in writing to the students and the Registrar. "I" defaults to "F" automatically after 20 instructional days into the succeeding term/session if requirements for the course grade are not completed within the 20 instructional day period.
W	Withdrawn	"W" is not used in GPA calculations, earns no credit hours, and generates no grade points. "W" may be given from the end of the drop period up to the completion of 65% of the term/session for which the class is offered (as indicated on the Academic Calendar).
TA	Transfer	"TA" earns credit hours but is not used in GPA calculations and does not generate grade points. A

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		<p>“TA” is given for allowable equivalent credits earned with the grade of “A” at other post-secondary institutions. All transfer grades must be supported by an official transcript from the post-secondary institution.</p>
TB	Transfer	<p>“TB” earns credit hours but is not used in GPA calculations and does not generate grade points. A “TB” is given for allowable equivalent credits earned with the grade of “B” at other post-secondary institutions. All transfer grades must be supported by an official transcript from the post-secondary institution.</p>
TC	Transfer	<p>“TC” earns credit hours but is not used in GPA calculations and does not generate grade points. A “TC” is given for allowable equivalent credits earned with the grade of “C” at other post-secondary institutions. All transfer grades must be supported by an official transcript from the post-secondary institution.</p>
E	Exempt	<p>“E” is not used in GPA calculations, earns credit hours, and generates no grade points. An “E” is awarded for Tri-County Technical College courses which the student has been permitted to exempt as a result of testing, equivalent work experience, or other educational experience.</p>
AS	Advanced Standing	<p>“AS” earns credit hours but is not used in GPA calculations and does not generate grade points. An “AS” is given for allowable equivalent credits earned with advanced standing credit.</p>
AU	Audit	<p>“AU” is not used in GPA calculations, earns no credit hours, and generates no grade points. The student is responsible for contracting this grade with the</p>

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Registrar's Office at registration or within the drop period.

- II. Developmental courses (those numbered less than 100) generate no credit hours, do not affect the GPA and do not count toward graduation. Courses numbered 100 generate credit hours and affect the GPA but do not count toward graduation in any certificate, diploma, or associate degree program. Grades of A, B, C, D, F, W, and I are earned in Comprehensive Studies. AU is awarded for auditing a course. Grades marked with an asterisk on a student's transcript are not included in GPA calculations.

### NON-CREDIT COURSES

- III. The following grading system is universally used for non-credit courses:

S	Satisfactory	"S" does not affect GPA calculations, earns CEU's, and generates no grade points.
U	Unsatisfactory	"U" does not affect GPA calculations, earns no CEU's, and generates no grade points.

For all non-credit courses that have embedded national certification exams, a grade of S is equivalent to a certification exam grade of 70 or greater and a grade of U is equivalent to a certification exam grade below 70.