

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Grading System**EFFECTIVE DATE:** July 1, 2000; Revised: September 3, 2013**I. Grades**

<b>Grade</b>	<b>Description</b>	<b>Quality Pts.</b>	<b>Counted in GPA?</b>
A =	Excellent	4	Y
B =	Good	3	Y
C =	Average	2	Y
D =	Poor	1	Y
F =	Failing	0	Y
FA =	Failing (attendance)	0	Y
W =	Withdrawal	0	N
I =	Incomplete	0	N
N =	In Progress (Learning Support)	0	N
P =	Passing	0	N
U =	Failing (Designated courses only)	0	N
AU =	Audit	0	N

**II. Special Provisions and Restrictions****A. Incomplete (I)**

1. An "I" grade is given to a student who is passing but is prevented by documented extraordinary circumstances from completing a course on schedule. The instructor of record determines whether or not such circumstances pertain.
2. A student who receives an "I" grade must complete all required work and remove the "I" grade within the next semester (exclusive of summer term).
3. Students with several "I" grades may, at the discretion of their academic advisor, be required to carry a reduced class load for the following semester.
4. Upon the student's completion of the required work, the instructor will calculate and post the student's earned grade by filing a Change of Grade form with the Office of Admissions and Records.
5. Failure to complete the required work results in an automatic failure and a grade of "F" will be posted for the course on the student's academic record

**B. Grades for Repeated Courses**

1. A student may repeat a course regardless of the grade received. However, permission from the chief academic officer or designee is required to repeat a course in which the student has earned an "A" or "B" grade. No permission is needed when repeating a course required for entry into a College program.

2. In computing the student's QPA, only the last grade earned in a repeated course will be used (*even if the last grade is lower than a previously received grade*). However, with courses repeated more than twice (three attempts), the grades in the third and subsequent attempts will be used in calculating the quality point average.
- C. "N" Grades
- The "N" grade, signifying "No grade, no credit," is used only in institutionally approved individualized courses. It indicates that the student has made progress but has not fully mastered course materials.

### **III. Official Transcripts**

- A. Grades are posted on the student's academic record approximately one week after the final examination period.
- B. Grades are available to students via their my.southwest account approximately one week after the final examination period.
- C. Only the instructor of record may change an officially posted grade. Any exception must have the endorsement of the Department Chair, Dean, and the Provost/Executive Vice President for Academic Affairs.
- D. An official record of a student's cumulative grade report is maintained in an electronic student system. A student may request and obtain an unofficial copy of his or her transcript. Upon the student's request, official copies of the transcript will be sent to other academic institutions.
- E. Requests for a transcript will not be processed for a student who has any financial indebtedness to the College.

Source: Provost/Exe VP for Academic Affairs: 7-1-00; Revised 9-3-13