

# Procedure: 6.5.2p

## Student Grade Point Average

**Revised:** July 28, 2020; April 17, 2020; September 10, 2014; and November 7, 2013  
**Last Reviewed:** May 23, 2025  
**Adopted:** May 1, 2008



### I. PURPOSE:

The Technical College shall observe a uniform procedure for calculating cumulative grade point averages. All grades will be assigned based on a 4.0 grading scale. Individuals who withdraw from courses after being called to military duty will not be penalized for the withdrawal concerning calculating their grade point averages.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board  
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties  
TCSG State Board Policy 6.5.2 – Student Grade Point Average  
TCSG State Board Policy 6.4.3 – National Emergencies

### III. APPLICABILITY:

All Technical Colleges associated with the Technical College System of Georgia

### IV. DEFINITIONS:

- A. **Cumulative Grade Point Average:** grade point average calculated on all attempts at all credit courses taken at the Technical College.
- B. **Graduation Grade Point Average:** grade point average is calculated only on those courses required for graduation.
- C. **Semester Grade Point Average:** grade point average is calculated based on all credit courses taken each semester at the Technical College.

### V. ATTACHMENTS: N/A

### VI. PROCEDURE:

- A. The Technical Colleges shall assign grades based on a 4.0 grading scale.
- B. The following symbols do not have numerical equivalents and are not calculated in the grade-point average:
  - 1. "I" (incomplete);
  - 2. "IP" (in progress);
  - 3. "P" (pass)

4. "W" (withdraw)
  5. "WP" (withdraw passing)
  6. "N" & "AU" (non- credit/audit)
  7. "EX," "EXE," "EXP" (credit by exam or portfolio)
  8. "TR", "TRA", "TRB", "TRC" & "TRP" (transfer credit)
  9. "TRM" (transfer credit – military)
  10. "AC" (articulated credit); and
  11. "U" (unsatisfactory)
  12. "Z" (COVID-19 withdraw)
- C. The grade of "F" represents failure, and the grade of "WF" represents withdrawal while failing. These grades have numerical equivalents and shall be calculated in the GPA. Therefore, "F" and "WF" are unacceptable credits in a course.
- D. The grade of "Z" represents a withdrawal from a course before completion due to the COVID-19 emergency. This grade does not have numerical equivalents and will not be calculated in the GPA. This grade is an unacceptable credit in a course.
- E. Students who are no-shows or drop a course or courses before the college established deadline for the term which the course is taught shall receive no grades for the relevant courses.
- F. Work ethics grades will not be included in the calculation of any GPA.
- G. A grade point average (GPA) is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted.

The assigned values for the grades are A = 4, B = 3, C = 2, D = 1, and F and WF = 0.

Class Code	Course Title	Hours Attempted	Grade	Grade Value	Quality Points
MATH 1013	Algebra Concepts	3.0	A	4	12.0
ENGL 1010	English	3.0	B	3	9.0
ACCT 1100	Financial Accounting	4.0	F	0	0
EMPL 1000	Interpersonal Relations & Professional Development	2.0	C	2	4.0
For example, 25.0 Total Quality Points divided by 12.0 Hours Attempted equals a GPA of 2.08					

- H. The Cumulative Grade Point Average (CGPA) is an attempt to reflect the total credit instructional activity of the student. It is recalculated after each semester to include the current semester's grade(s). The CGPA is not affected by the program of study, changes in the program, or student classification. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at the Technical College.
- I. The Graduation Grade Point Average calculation includes only those courses required for graduation. When a course is taken more than once, the final or highest grade will be used to calculate the grade point average for graduation. Therefore, a 2.0-grade point average is needed.

- J. The Semester Grade Point Average is calculated based on all credit courses taken each semester at the Technical College.
- K. If a student completely withdraws from courses after being called to military duty, the course registration status in Banner screen SFAREGS should be changed to 'WM' for 'Withdraw Military.' The 'WM' code should have zero credit hours, and zero billing hours associated with it and function similarly to the code used for No Shows.
- L. While faculty members are free to use modifiers on grades such as plus (e.g., B+) and minus (e.g., A-) to provide students with a more acceptable level of feedback on work submitted during the semester, the overall grade submitted as the permanent record for the course will be a letter grade only.
- M. The Data Center will extract records relating to grade point averages or other symbols and provide reports as required.

## **VII. RECORD RETENTION**

All records must be retained per the TCSG Student Records Retention Schedule as noted in 6.3.2p Student Record Retention Schedule.