

Procedure: 6.5.2p.2

Dual Achievement Program High School Transcript Student Grade Point Average

Revised:

Last Reviewed: May 23, 2025

Adopted: September 13, 2023



I. PURPOSE:

The Technical College shall observe a uniform procedure for calculating cumulative grade point averages for high school transcripts as a part of the Dual Achievement Program. 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 Dual Achievement Programs operating within Technical College Academies are associated with the Technical College System of Georgia.

IV. DEFINITIONS:

- A. **Cumulative Grade Point Average:** grade point average calculated on all attempts at all high school courses taken at the Technical College Academy as a part of the Dual Achievement Program.
- 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 high school courses taken each semester at the Technical College Academy as a part of the Dual Achievement Program.

V. ATTACHMENTS: N/A

VI. PROCEDURE:

- A. The grading of each program requires the use of a grading scale whereby:
- 90 to 100% is an A
 - 80 to 89% is a B
 - 70 to 79% is a C
 - 60-69% is a D
 - 0-59% is an F

The program faculty regularly evaluates each course's grading components and revise them as needed.

- B. The Technical College Academies shall assign grades based on a 4.0 grading scale.
- C. The following symbols do not have numerical equivalents and are not calculated in the grade-point average:
- "I" (incomplete);
 - "IP" (in progress);
 - "P" (pass)
 - "W" (withdraw)
 - "TR", "TRA", "TRB", "TRC" & "TRD" (transfer credit)
 - "U" (unsatisfactory); and
- D. The grade of "F" represents failure. This grade has a numerical equivalent and shall be calculated in the GPA. Therefore, "F" is an unacceptable credit in a course.
- E. Students who are no-shows and drop a course or courses before the end of the third instructional day of the semester shall receive no grades for the relevant courses.
- F. 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
23.06100	9 th grade literature and composition A	0.5	A	4	2
27.09910	Geometry B	0.5	B	3	1.5
26.01200	Biology A	0.5	F	0	0
45.06100	Economics	0.5	C	2	1
For example, 4.5 Total Quality Points divided by 2 Hours Attempted equals a GPA of 2.25					

- G. The Cumulative Grade Point Average (CGPA) is an attempt to reflect the total High school 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 high school courses as a part of the Dual Achievement Program.
- H. The Semester Grade Point Average is calculated based on all high school courses taken each semester at the Technical College.

- I. If a student completely withdraws from courses after being called to military duty, the course registration status 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.
- J. 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.
- K. 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