

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Grading System &amp; Calculation Grade Point Average</b>	<i>Number:</i> <b>T 103</b>	<i>Page(s):</i> <b>5</b>
	<i>Date:</i> <b>June 30, 2019</b>	

### PURPOSE

The Vermont State Colleges and the Vermont Technical College have established criteria for recording student performance and for calculation of a student grade point average. This grading system is in effect for all courses completed within the VSC, starting with the 2002 summer term.

### STATEMENT OF POLICY

#### 1. Grade Scheme

- A. Listed below are the approved grades, associated quality points and numerical equivalents for grading all undergraduate course work at Vermont Technical College. Each Faculty member will include on the syllabus the numerical equivalent for each letter grade.

GRADE	QUALITY POINTS	COMMENT
A+	4.0	-
A	4.0	-
A-	3.7	-
B+	3.3	-
B	3.0	-
B-	2.7	-
C+	2.3	-

C	2.0	-
C-	1.7	-
D+	1.3	-
D-	0.7	-
F	0.0	Failure
NP	N/A	No Pass
P	N/A	Pass
I	N/A	Incomplete
AU	N/A	Audit
W	N/A	Withdrawn/dropped
CR	N/A	Credit awarded for non-course work
TR	N/A	Transfer credit

## 2. Calculating grade point average (GPA)

- A. To determining grade point average two numbers are required; the number of GPA credits earned and the number of quality points earned. GPA is calculated each term by using the GPA credits and points earned only in that term. And, an overall or cumulative GPA is calculated by using the total GPA credits and total points earned.
- B. GPA credits are those credits earned on courses that receive a letter grade (A+ thru F).
- C. Courses graded NP, P, I, AU, W, CR or TR are not considered letter grades and do not have GPA credits associated with them. Credits earned on these course are excluded from GPA calculations.
- D. Quality points are determined by multiplying the quality points for each associated letter grade (see grade scheme above) by the number of credits on the course. For example,

a three credit course graded A would yield 12.0 quality points (3 credits X 4.0 points = 12.0).

- E. To determine the GPA, the total quality points earned are divided by the GPA credits. For example, if the total points were 60 and the GPA credits were 18, the GPA would be 3.33.
- F. Remedial or zero level courses taken count as GPA credits only in the term GPA. They are not calculated in the cumulative GPA.

### 3. Incomplete course work

- A. For failure to complete required course work prior to the end of the term, a temporary grade of incomplete may be issued if there an acceptable reason. The determination for issuing an incomplete rather than a failing grade is at the discretion of the instructor.
- B. When issuing an incomplete, the instructor will assign a no-later-than completion date for incomplete work and a default grade should the work not be done by that date.
- C. The incomplete work must be completed as specified by the instructor, as and no later than half way through the subsequent term (fall term for spring, spring2 and summer term incompletes).
- D. Students receiving incomplete grades may enroll in courses for which the incomplete course is considered a pre-requisite. Continued enrollment is contingent on satisfactory completion of the incomplete in the specified manner.
- E. Students who receive incompletes are not eligible for honors and may not be eligible for graduation.
- F. Students who receive incomplete grades as part of a leave of absence will receive their default grades upon the expiration of the leave of absence if the course work has not been completed.

### 4. Auditing courses

- A. If space is available and the instructor approves, students may audit courses
- B. Conditions of the audit are at the discretion of the instructor.
- C. Audits must be set up before the end of add/drop.
- D. An AU grade will be used to signify satisfactory completion of a course audit.
- E. Students who do not satisfactorily complete audits will be dropped with no grade, as if never enrolled, but will not be entitled to a refund.

### 5. Transfer credits

- A. Transfer credit will be awarded with a grade of TR.

- B. Transfer credits are not GPA credits, but may be used to replace previously letter graded courses
  - C. Transfer courses must have a grade of C- or better to be accepted.
  - D. Credits earned within the VSC since summer 2002 are not considered transfer credit and will appear on all VSC transcripts and be part of GPA calculations.
  - E. Courses may transfer into the College that do not meet the minimum grade requirement for a specific department or program. For example, a microbiology course with a grade of C- will transfer in, but it will not meet the graduation requirements (C or better) for the nursing program.
  - F. Only relevant coursework for the degree program applied for will be evaluated for transfer credit. Additional credits will not be awarded for the purpose of raising financial aid entitlements.
6. Credit for challenge exam, CLEP, Advanced Placement, portfolio or military experience
- A. These credits will be awarded with a grade of CR.
  - B. These credits are not awarded GPA credits, but may be used to replace previously graded courses.
7. Withdraw/Drop Grades
- A. A student who officially withdraws from the College or drops a course before the 60% completion point of a course or courses may be awarded a W grade.
  - B. The W grades are not awarded GPA credits and will not replace prior course work.
  - C. Students who stop attending after the 60% point of the course will receive earned grades, usually F or NP.
8. Repeating Courses
- A. When a course is repeated, the initial grade still appears on the transcript, but the most recent attempt will be used for calculating current GPA.
  - B. Student performance in zero credit labs, studios and clinicals (those designed to support specific lecture courses) are included in the grade on the lecture portion of the course. Students that fail the lecture, the lab, the studio or the clinical portion of these courses will have to repeat the entire course on the repeat attempt.
  - C. If the most recent attempt of a course results in a "W" grade, the previous attempt final grade will continue be used for GPA calculations.
  - D. Some courses may be repeated without replacing the previous attempt. These courses will be specified in the course catalogue as "repeatable for credit."

9. Change of Grade

- A. Students may petition the instructor of a course to recalculate a final grade awarded for up to one full term after receiving the final grade.
- B. Students may petition the Academic Dean to review a final grade awarded for up to 14 days, after a review by the course instructor, should a satisfactory resulting grade not be found during the instructor review.
- C. Instructors may change an officially recorded grade for up to one full term after awarding the initial final grade.
- D. Grade changes for final grades are not authorized after the end of the subsequent term that the grade was awarded (fall term for spring, spring2 and summer terms).

10. Amelioration/Non-use of Grades/Forgiveness Policy

- A. One time in an academic career, a student may, when changing programs or majors, have selected grades ameliorated. The original grades will remain on the permanent record, but be excluded from the calculation of GPA.
- B. Grades may only be ameliorated for courses required in the old program or major and not required in the new.
- C. This policy does not apply to elective credits or for credits used in any certificate or degree already awarded.
- D. Ameliorated credits will be lost forever and may not be re-used in future program or major changes.
- E. To be eligible for amelioration, a student must have satisfactorily completed a minimum of one term with a minimum of 6 credits and received term GPA of 2.00 or better in the new program or major.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) 9/19/2004
  - b) 7/20/2005
  - c) 6/30/2009

Signed By:  Patricia Moulton President
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