

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Grades****EFFECTIVE DATE: July 1, 2000; Revised Sept 3, 2013; Revised February 9, 2023****Purpose**

The purpose of this policy is to publish the system of grading for Southwest Tennessee Community College (“Southwest” or “the College”), as well as the system for retaining grades and other records.

**Policy****I. Grades**

Grade	Description	Quality Pts.	Counted in GPA?
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	0	N
AU	Audit	0	N

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

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 exist.

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).

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.

\* Spring of 2023, two policies were merged to create this policy. The two policies were: Course Records and/or Grade Books, 2:00:00:00/22 and Grading System, 2:00:00:00/23. Policy number 2:00:00:00/23 was retained for the combined policy.

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.

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

A student may repeat a course regardless of the grade received. However, permission from the Vice President of Academic Affairs 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.

In computing the student's Quality Point Average (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 (3) attempts), the grades in the third and subsequent attempts will be used in calculating the QPA.

#### 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 (1) week after the final examination period.
- B. Grades are available to students via their [my.Southwest](#) account approximately one (1) 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 Vice President of 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 the student's own 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.
- IV. Faculty shall retain appropriate course materials and records, such as examinations, papers, and attendance rosters for one (1) full semester after the conclusion of the semester in which the course is completed, excluding the summer sessions. At the end of the semester or at the end of summer sessions, a copy of grade records/grade books, last date of attendance, and a copy of the syllabus shall be submitted to the department office. These records will be retained in the department office for five (5) years so they can be consulted, if necessary. Course material for students assigned an incomplete (I) grade will be retained for one (1) full semester after the conclusion of the semester in which the final grade was assigned.

**Responsible**Source of Policy: n/aAdministrator: VP of Academic AffairsTBR Policy Reference: 2.03.01.01Related Policy: Southwest 2:03:01:01/10

TBR Guideline Reference: \_\_\_\_\_

Approved: \_\_\_\_\_  
PresidentDate: February 9, 2023