



Where Your Future Is Waiting

POLICY NUMBER: AA 1022

Title:	Grade Changes
Effective Date:	12/12/2001
Review Date:	01/09/2023
Office:	Academic Affairs

Policy Statement

System institutions shall develop course repeat policies which will enhance their students' abilities to earn a post-secondary education credential. These policies shall:

1. provide for the calculation of an adjusted GPA in determining eligibility for graduation; In calculating the adjusted GPA, grades earned in repeated courses may replace original grades.
2. provide for the maintenance of both original and repeated grades on a student's transcript with a notation placed by the original grade when a course is repeated;
3. allow professional programs within the institution to set specific rules regarding the treatment of repeated courses in calculating the GPA necessary for entry into and graduation from these programs;
4. provide for application of a repeat policy by an institution only to courses taken at that institution. The grades earned for courses taken at one institution cannot be negated by grades earned in equivalent courses at another institution.
5. allow for the use of an unadjusted GPA (cumulative) for the purpose of awarding campus awards and honors.

CLTCC's repeat course policy can be found in the catalog.

Quality Point System

LCTCS campuses shall adopt the quality point allotment as follows:

<u>Grade</u>	<u>Quality Points</u>
A.	4
B.	3
C.	2
D.	1
F.	0



Where Your Future Is Waiting

Therefore, a 2.00 grade-point (GPA) average means a “C” average, a 3.00 GPA means a “B” average, etc. Grades must be rounded to the two-decimal place in all cases.

Related Grade Symbols & Designations

Note: Grade symbols and designations such as “Withdrawal”, either passing (ex. WP) or failing (ex. WF) or “Incomplete” (I) will be addressed in subsequent policy recommendations. These would include, but are not limited to, the following symbols and designations:

- AU (Audit)
- CR (Credit by Exam or Experiential Learning)
- I (Incomplete)
- P (Pass)
- R. (Repeat or Replace)
- S (Satisfactory)
- TR (Transfer Courses)
- U (Unsatisfactory/Failing)
- W (withdrawal with and/or without affixed additional designations)
- WE (Work Experience)

Academic Honors

The Louisiana Community and Technical College System recognizes the importance of academic honors and charges each institution within the system to develop appropriate specific means and procedures to recognize student accomplishment. Each institution in the system shall develop procedures and implementation strategies which acknowledge student honors. These procedures may take into account grade point averages, minimum number of semester hours, etc., and may include the naming of Dean’s Lists, Chancellor’s Lists, Provost’s Lists, and/or other means of recognition. Individual institutions may develop honors programs and/or courses and establish appropriate means to recognize graduating students with symbols of academic accomplishment.

Review Process:

Reviewing Committee/Entity	Review Date	Approval Date
Chancellor	12/12/2001	01/09/2023

Distribution: *Posted to College’s website*