



Where Your Future Is Waiting

POLICY NUMBER: AA 1018

Title:	Grading System/Scale
Effective Date:	10/24/2028
Last Revision Date:	02/01/2023
Office:	Academic Affairs

Policy Statement

Central Louisiana Technical Community College (CLTCC) has established a grading scale describing the letter grade associated with the percentage grade. The instructor will assign a letter grade for each course in which a student is enrolled.

Grading Scale

The grading scale at Central Louisiana Technical Community College for all programs, except those regulated by a licensing board, is listed below.

Grading Scale	Grade	Numerical Equivalent	Definition	Quality Points
	A	4	Excellent (90–100)	4
	B	3	Good (80-89)	3
	C	2	Satisfactory (70-79)	2
	D	1	Below Average (60-69)	1
	F	0	Failure (59 or below)	0

The CLTCC grading scale for programs regulated by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) is:

Grading Scale	Grade	Numerical Equivalent	Definition	Quality Points
	A	4	Excellent (94–100)	4
	B	3	Good (88-93)	3
	C	2	Satisfactory (80-87)	2
	D	1	Below Average (70-79)	1
	F	0	Failure (69 or below)	0

Other Grades

"I" Incomplete – Represents incomplete coursework given only when there are unavoidable and extenuating circumstances resulting in the inability of a student to complete the coursework before the end of a semester. An Incomplete shall only be awarded when there is a reasonable possibility that a passing grade will result from completing the work. The instructor shall inform the student what work is necessary and the deadline to complete such work.

(Incomplete Contract). The deadline must be before or by the first day of mid-term exams of the following semester. An "I" grade will be converted to an "F" if students do not complete all coursework by the first day of the mid-term of the following semester. Students do not re-enroll or pay tuition for an incomplete course. The grade of "I" has no value in computing the grade point average but is counted in hours attempted.

"W" Withdraw – Represents a withdrawal from a course. Students may officially withdraw from a course until the official drop date and will receive a grade of "W." The course and grade designation of "W" will be posted to the student's permanent record but will not be included in calculating the semester cumulative grade point average. Students are cautioned that withdrawal from a course may impact on their financial aid and other statuses (i.e., insurance coverage).

"P" Pass – Represents a passing grade for a class. A "P" is used for credit earned through prior learning assessments such as advance placement, military training, and recognition by examination.

Course Repetitions

A student may repeat any course for which a student has previously registered. The student, however, must register for the course. The final passing grade awarded will be used to compute the cumulative grade point average. The term grade point average is not affected by repeat grades. Courses marked as "repeatable for credit" that are taken more than once will have each iteration of the course calculated in the GPA.

Auditing

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. A student who audits a course does so for self-enrichment and academic exploration. An "AU " course grade will be assigned to any audited course.

Calculation of Grade Point Average (Quality Points)

A student who passes a course receives the designated number of credit hours and quality points calculated by multiplying the course credit hours and the numerical equivalent of the letter grade received as follows: A=4, B=3, C=2, D=1, F=0. Example: a student earning an A in a three-hour credit course receives 12 quality points (Grade A=4X3=12).

Semester grade point averages are determined as follows; the total number of quality points earned by the student for all courses scheduled is divided by the total number of credit hours scheduled for the semester. The cumulative grade point average is determined by taking the total number of quality points earned by the student for all courses taken for all semesters divided by the total number of credit hours scheduled for all classes.

All grade point averages recorded on grade reports and issued to the Student Affairs personnel (for PELL Grant or other verification) are calculated using the numerical equivalent of the letter grade and quality points earned for each credit hours course as stated above. In calculating an academic grade point average, credit hours from courses receiving the following grades are included: A, B, C, D, and F. Grades of I, P, AU, and W are excluded.

Review Process:

	<i>Reviewing Committee/Entity</i>	<i>Review Date</i>	<i>Approval Date</i>
	<i>Chancellor</i>	10/24/18	02/01/2023

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