

## Grading System (403.02)

The grading system found listed below is used for all credit classes at Forsyth Tech. Exceptions are normally approved by the appropriate deans and students must be informed in writing in the course syllabus.

<b>Number Grade</b>	<b>Letter Equivalent</b>	<b>Description</b>	<b>Quality Points per Grade Hr.</b>
90 -100	A	Excellent	4
80-89	B	Good	3
70 -79	C	Fair	2
60-69	D	Passing	1
Below 60	F	Failing	0
Pass	P		
Repeat	R		
Satisfactory	S	Passing	0
Unsatisfactory	U	Failing	0
Withdrawal	W		
Incomplete	I		
Audit	AU		
Course Transferred	TR		

Number Grade	Letter Equivalent	Description	Quality Points per Grade Hr.
Credit Granted or Passed Proficiency	CR		
Grades A, B, C, D, and F compute in grade point average (GPA).			
Grades W, I, S, AU, U, TR, P, R and CR do not compute in GPAs.			
TR - Courses taken at another college will not supersede courses completed at Forsyth Tech. You can use the course taken at another college with an earned grade of 'C' or better for graduation; however, the grade earned at Forsyth Tech will be used to calculate your final grade point average (GPA).			

- **W** - A withdrawal is the grade given to students who officially withdraw from a course up to the 60 percent point of the course.
- **I** - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule and have completed at least 50 percent of the course requirements. Illness, absence on company business or circumstances beyond a student's control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete and a date within the following semester by which the work must be completed. This will be detailed on the incomplete form, which must be attached to the attendance form. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher-level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher-level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded. (403.04)

- **AU** - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester. (403.05)

Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The **Audit Request Form** is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

- **P** – This grade is assigned to students who achieve 80% proficiency in a Developmental Education course and, therefore, progress to the next course. The grade of P is not computed in the GPA.
- **R** – This grade is assigned to students who do not achieve 80% proficiency in a Developmental Education course and must repeat the course to progress. The grade of R is not computed in the GPA but does compute as a failing grade for Financial Aid purposes.

# **Grade Point Average (GPA)**

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0 is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA. Grades of withdrawal (W), Audit (AU) or incomplete (I) will be considered as repeat grades but will not be considered as the last grade earned in calculating GPA.