

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	CUMULATIVE GPA CALCULATION	Procedure Number:	4-5-104.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-5-104		

Approved: 

President



Chief Academic Officer

Date

Adopted: 05/02/2011

Date

Revised: 04/01/2024

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The purpose of this procedure is to ensure accuracy and consistency when calculating an Aiken Technical College student's cumulative grade point average (GPA). A GPA is determined by dividing the sum of the quality points earned for each course by the total number of credit hours attempted.

To determine cumulative GPA, quality points are assigned to final grades as follows:

- "A" = 4 points
- "B" = 3 points
- "C" = 2 points
- "D" = 1 point
- "F" = 0 points

The following grades are not included in the cumulative GPA:

- "AU" (Audit)
- "E" (Exempt)
- "I" (Incomplete)
- "TR" (Transfer)
- "U" (Unsatisfactory)

When a course is taken more than once, only the higher grade earned for the course is calculated in the program and cumulative GPA.

Grades awarded for transitional courses numbered 100 or less will not be calculated in the cumulative GPA calculation. Transfer Courses (TR) will not be calculated in the cumulative GPA calculation.

To determine cumulative GPA at ATC, use the following steps:

1. Document the courses taken and the grade achieved in each course.
2. Multiply the course credit hours by the quality points (listed above) for each course.
3. Total the quality points.
4. Total the credit hours.
5. Divide the quality points by the number of credit hours attempted.

Example:

Course	Credit Hours	Grade/Quality Points	Total Quality Points
PSY 201	3	C (2 pts.)	6
ENG 101	3	B (3 pts.)	9
BIO 110	4	A (4 pts.)	16
HIS 202	3	D (1 pt.)	3
ECO 201	3	F (0 pts.)	0
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In the example above, the student's GPA for the semester is 2.12 (34 total quality points divided by 16 credit hours).