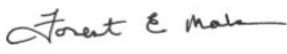



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title: ACADEMIC GRADES	Procedure Number: 4-5-102.1
Institutional Authority: Chief Academic Officer	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 4-5-102	
Approved: 	
President	Chief Academic Officer
Date Adopted: 05/08/2017	
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.

Aiken Technical College students will be awarded the following grades for each course in which they are officially enrolled.

1. "A": Represents excellent work as demonstrated by the student's ability to master course content; "A" is used in Grade Point Average (GPA) calculations; earns credit hours; and carries a value of four grade points for each credit hour.
2. "B": Represents above average work as demonstrated by mastery of a significant portion of course content; "B" is used in GPA calculations; earns credit hours; and carries a value of three grade points for each credit hour.
3. "C": Represents satisfactory work as demonstrated by an average mastery of course content; "C" is used in GPA calculations; earns credit hours; and carries a value of two grade points for each credit hour.
4. "D": Represents work that is below average and shows minimum comprehension of course content; "D" is used in GPA calculations; earns credit hours; and carries a value of one grade point for each credit hour.
5. "F": Represents a failure to meet minimum course objectives; "F" is used in GPA calculations; earns no credit hours; and carries zero grade points for each credit hour attempted.

6. "I": Incomplete is assigned at the discretion of the faculty member when a student is making satisfactory progress toward meeting the course requirements. If at the end of the semester during which the course is taken, the student has not: (a) satisfactorily completed a final project(s) or assignment(s); (b) does not take and/or pass all required tests and has been given the option to make up a test; or (c) misses the final exam for an acceptable reason and has not made it up by the time grades are due, an interim grade of "I" will be given. An "I" does not affect GPA calculations, earns no credit hours, generates no grade points and defaults to an "F" automatically after one semester or term unless the instructor denotes a different period of time. Upon assigning a grade of "I," the instructor is required to set a specific and timely deadline for the completion of the incomplete work and inform the student in writing.
7. "E": Exempt is used when a student passes an exemption, Advance Placement (AP), College Level Examination Program (CLEP) exam for a particular course demonstrating proficiency in the skills or content to be mastered in that course; or receives credit for prior learning or military training. "E" is not used in GPA calculations; it earns credit hours, but generates no grade points.
8. "TR": Transfer is given for allowable equivalent credit earned at other Colleges, Universities, or Technical Colleges for which a minimum grade of "C" was earned. "TR" is not used in GPA calculations; it earns credit hours, but generates no grade points.
9. "AU": Audit is not used in GPA calculations; it earns no credit hours and generates no grade points.
10. "U": Unsatisfactory denotes unsatisfactory progress in a developmental or Continuing Education or non-credit course. "U" does not affect GPA calculations; earns no credit hours, or CEU's, and generates no grade points
11. "NC": No Credit (formerly "S" or "CF") does not affect GPA calculations; earns no credit hours or CEU's; and generates no grade points. A developmental or self-paced course in which a "NC" is received is not complete and must be followed by an "SC" or a letter grade in a later semester to show completion. A class in which "NC" was received requires another registration and payment for the course.
12. "SC": Satisfactory Completion denotes that a student has satisfactorily completed all requirements for a developmental, self-paced course, or ATC Continuing Education or non-credit course that has been articulated as meeting equivalent competencies as a credit course. "SC" earns credit hours, but does not affect GPA calculations and generates no grade points.
13. "S": Satisfactory is used only in Continuing Education or non-credit courses. "S" does not affect GPA.
14. "W": Withdrawn is to be used for any of the following cases: (a) when a student withdraws after the end of the add/drop period but on or before the midterm date, (b) when a student's last day of attendance is on or before the midterm date, and (c) when a student has to withdraw from classes after midterm because of extenuating circumstances and is passing those classes in which the student is enrolled. "W" is not used in GPA calculations, earns no credit hours, and generates zero grade points.

15. “WF”: Withdrawn Failing may be used when a student is failing and withdraws from a class after the midterm but prior to the end of the semester. “WF” is used in GPA calculations; earns no credit hours and generates zero grade points.

Aiken Technical College allows students to repeat credit courses. Whenever students repeat a course in which they receive a grade, only the higher grade and grade points earned will be used in calculating the GPA and credits earned. Other attempts are noted on the student transcript and an R is placed beside the grade to note that this course has been repeated and the higher grade has been calculated in the student’s GPA. Students admitted/enrolled in selective admission programs may have limited opportunities to repeat a major course (consult the Academic Program Student Handbook).

Standard Grading Point System

Points	Grade Assigned
90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

Competitive Admissions Program Grading

The alternate grading system below may be utilized in competitive admissions programs. If this grading system is to be used, the faculty member must gain approval from the appropriate academic Dean. Additionally, the approved alternate grading system must be included in the student syllabi and/or handbook, and the affected students must be informed of this prior to entering that program.

Points	Grade Assigned
93-100	A
86-92	B
80-85	C
70-79	D
69 or below	F

Dual Enrollment Grading

Aiken Technical College dual enrolled students will be awarded a numeric grade average in addition to their letter grade. A single grade report will be compiled and submitted to the corresponding high school each semester.