AIKEN TECHNICAL COLLEGE
PROCEDURE

<table>
<thead>
<tr>
<th>Procedure Title:</th>
<th>CUMULATIVE GPA CALCULATION</th>
<th>Procedure Number:</th>
<th>4-5-104.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Authority:</td>
<td>Chief Academic Officer</td>
<td>Associated SBTCE Policy/Procedure:</td>
<td></td>
</tr>
<tr>
<td>Governing ATC Policy:</td>
<td>4-5-104</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved: [Signature]

President

Chief Academic Officer

Date Adopted: 05/02/2011

Date Revised: 08/06/2019

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 for this procedure is to ensure accuracy and consistency when calculating an Aiken Technical College student's cumulative 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 last 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade/Quality Points</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 201</td>
<td>3</td>
<td>C (2 pts.)</td>
<td>6</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>B (3 pts.)</td>
<td>9</td>
</tr>
<tr>
<td>BIO 110</td>
<td>4</td>
<td>A (4 pts.)</td>
<td>16</td>
</tr>
<tr>
<td>HIS 202</td>
<td>3</td>
<td>D (1 pt.)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>3</td>
<td>F (0 pts.)</td>
<td>0</td>
</tr>
</tbody>
</table>

In the example above, the student's GPA for the semester is 2.12 (34 total quality points divided 16 credit hours).