

Grading System

At the beginning of the course, inform students of the criteria used to determine the final grade for the college course, which may be different than the high school grade. The breakdown of how grades are calculated (number of points or percent weighting for assessments) must be in the course outline and approved by the Faculty Liaison.

Concurrent enrollment students should understand the implications of starting a **college transcript**:

- Grades in concurrent enrollment courses become part of a permanent college transcript.
- Poor grades and withdrawals in concurrent enrollment courses impact academic standing and eligibility for financial aid *after* high school as these affect GPA and earned/attempted credit ratio.
- Students should be made aware of any differences in the way that final grades are calculated for their college transcript grade and their high school credit grade.
- Students should understand the meaning of dropping or withdrawing from a course and be aware of the calendar deadlines for each.

Grades posted electronically are immediately available to students through their myTC3 accounts.

Use the following grading scale for converting between numerical and letter grades, unless the faculty liaison has provided a different scale.

	<u>Grade</u>	<u>Range</u>	<u>GPA</u>
High Achievement	A	93 – 100	4.0
	A-	90 – 92	3.7
Good Achievement	B+	87 – 89	3.3
	B	83 – 86	3.0
	B-	80 – 82	2.7
	C+	77 – 79	2.3
Satisfactory Achievement	C	73 – 76	2.0
Below Satisfactory Achievement	C-	70 – 72	1.7
	D+	67 – 69	1.3
	D	63 – 66	1.0
	D-	60 – 62	0.7
No Credit	F	59 and below	0.0

Other Grade Notations

Withdrawal	W	---
Incomplete	I	---
Audit	X	---

W - Withdrawal: Given to students who officially withdraw before 85% of the total course time is elapsed.

I - Incomplete: May be issued upon the student's request at the discretion of the instructor in situations where a student has not completed the course requirements for medical or personal reasons documented to the instructor's satisfaction. If the student fails to complete the requirements before the end of the fourth week of the semester following the semester in which the Incomplete was assigned, the grade will be changed automatically to an F.

X - Audit: Students declare their preference for audit at the time of registration. Auditing students do not earn college credit. The course(s) cannot be later converted to a credit or letter grade. Students who are not successful in the first course in a sequence (e.g. MATH120) must register as audits if continuing on to a subsequent course in that sequence or for which the first one was a prerequisite (e.g. MATH138 or PHSC104).

Note: The most recent grade earned in a repeated course will be included in the final GPA.

All grades earned will be included on the student's Tompkins Cortland CC transcript.