Policy Statement

Terra State Community College's (TSCC) grading system will be based on a 4-point (A-F) grading system.

Policy Details

Grading System

At the close of each term and upon completion of a course, each instructor reports a letter grade indicating the quality of a student's work. Points for each semester- hour of credit earned are assigned according to the following system:

Quality	Grade	Points
Excellent	A	4
Good	B	3
Average	C	2
Below Average	D	1
Failure	F	0
Incomplete	I	Not Computed
Progressing	PR	Not Computed
Satisfactory	S	Not Computed
Unsatisfactory	U	Not Computed

Grades may also be assigned or automatically placed on the student's transcript due to evaluations of alternative credit, transfer credit, or through student action. These are not computed in the GPA. These include the following:

Withdrawn	W	Not Computed
Audit	AU	Not Computed
Proficiency or Work Experience Credit	CR	Not Computed
Forgiven	FG/FS	Not Computed
No Grade Reported	NR	Not Computed
Passing Exempt	PE	Not Computed
Non-passing Exempt	NE	Not Computed

Incomplete: An "I" (Incomplete) is recorded when circumstances beyond the control of a student prevent the student from completing course requirements during a term. An "I" is assigned when the student has arranged, with the instructor, a specific plan for fulfilling the course requirements.

Incompletes are given based on the judgment of the instructor. Students have six weeks after the beginning of the next term to complete the coursework unless a mutually agreed upon date by the student and instructor is determined that falls within the six-week timeframe, otherwise a grade of "F" is recorded.

Please refer to the Incomplete Grade Contract for further information.

Audit: An "AU" is recorded on a student's permanent record when a student audits a class. The "AU" grade is not included in the cumulative grade point average.

Satisfactory/Unsatisfactory: A grade of "S" (satisfactory) or "U" (unsatisfactory) is given for select courses. (Grades of A, B, C, D or F cannot be substituted for S/U courses.) These grades are not computed in the grade point average.

Exempt (Passing/Non-passing): Pass/Fail grading option used during COVID-19 pandemic in accordance with Ohio Department of Education guidelines.

Grade Point Average

(Calculating)

Grade point average (GPA) is determined through a series of calculations. First, course points are calculated by multiplying the credit hours for the course by the number of points assigned to the earned course grade (A=4, B=3, C=2, D=1) (credit x grade points = points). Next, all points are totaled and divided by the total graded credit hours attempted. The following example illustrates the GPA calculation:

Course	Credit Hours		Grade Points		Points
ENG	3	x	(B=3)	=	9
EET	3	x	(B=3)	=	9
CAD	3	x	(C=2)	=	6
PSY	3	x	(A=4)	=	12
Totals	**12**				**36**

GPA = 36 ÷ 12 = 3.00

Grade (Report)

A Grade Report is available to students through Banner Self-Service, under Student, then Records. This report includes grades for the current term. It also includes earned hours, quality points and grade point average for both the completed term and the student's cumulative program at Terra State Community College. Please refer to Banner Self-Service for final grades.

All financial obligations to the college (Instructional fees, general fees, laboratory fees, library fines, etc.) must be paid and all college equipment returned before grades will be released.

Grade Change Policy

The purpose of the grade change policy is to ensure the preservation of academic integrity between the student and faculty member. An instructor of record who wishes to change a final grade for a student must complete and submit a grade change form to the Student Records Office.

The following actions must occur if an instructor of record is changing a final grade for a student after the completion of a semester. The faculty member may complete a grade change form until the last day of the following semester without dean's approval. Grade changes submitted after the last day of the following semester must include the dean's signed authorization.

Procedures

Incomplete Grades

1. An *Incomplete Grade Contract* must be submitted to records@terra.edu.
2. An Incomplete Grade Contract is only considered complete with the signatures of both the student and instructor.
3. An Incomplete Grade Contract template may be found in SharePoint under Departments/Records/Forms

Grade Changes

1. The faculty member of record submits final grade.
   a. Grade change forms are available in SharePoint, or in person at the Student Records office.
   b. Grade change forms will not be given to students.
2. At the discretion of the faculty member, he or she may choose to change a grade for a student for a variety of reasons:
   a. Miscalculated grade/scores
   b. Lost or misplaced assignments
   c. Misreported attendance
   d. Student code of conduct
   e. Medical exception
3. A grade change can be submitted by the faculty member without dean's signature up to the last day of the following semester in which the course was completed.
   a. Grade changes occurring after the last day of the following semester requires signatures from the faculty and corresponding academic dean.
4. The faculty member of record or the respective academic dean submits the grade change form to the Student Records Office.
5. Records Office processes the grade change form.
6. Once completed the student and instructor will be notified of the change through Terra State email.

Resources

Documentation - NA

Contacts

Contact Name	Position	Email	Phone/Ext
Eric Steinberger	Registrar	esteinberger@terra.edu	2228
Jordan Cantrell	Assistant Registrar	jcantrell01@terra.edu	2400

Definitions

Term	Definition
Earned Hours	Credits for each course that count toward the degree requirement and for which a passing grade is obtained
Quality Points	Determined by multiplying the number of course credits by the numerical value of the assigned grade
Grade Point Average (GPA)	Calculated by dividing the total amount of grade points earned by the total amount of GPA credits attempted

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
5/24/2004	Entire Document	Revised	CASA
5/19/2014	Entire Document	Revised	CASA
1/23/2023	Entire Document	Revised	Eric Steinberger

2/23/2023	Policy and Procedure	CASA Approval	William Taylor, CASA Co-Chair
4/24/2025	Policy and Procedure	Revised	Doug Mead, CASA Co-Chair

Effective Date: 2/24/2023

Next Review Date: 9/21/2027