



Title: Grade Symbols and Designations
Effective Date: May 15, 2007
Date of Last Revision: May 15, 2007
Review Date:
Cancellation:
Office: Instructional Services (IS 100)

Grade Symbols and Designations

Grade symbols and designations, assigned and defined by Louisiana Technical College (LTC), apply to all LTC campuses and branches.

Policy Reference:

Review Process

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution:

Distributed Electronically via College's Intranet
Hard Copy Distribution to Regional Directors

James R. Sawtelle III
Vice President for Career and Technical Education



Grade Symbols and Designations

Procedures and Specific Information

152.1 SCOPE

Grade symbols and designations, assigned and defined by Louisiana Technical College (LTC), apply to all LTC campuses.

152.2 GRADE SYMBOLS and DESIGNATIONS

- 152.2.1 A** Represents exceptionally high achievement. It is valued at four grade points for each credit hour.
- 152.2.2 B** Represents high achievement. It is valued at three grade points for each credit hour.
- 152.2.3 C** Represents satisfactory achievement. It is valued at two grade points for each credit hour.
- 152.2.4 D** Represents the minimum achievement for credit for elective courses that are not a part of the student's major. It is valued at one grade point for each credit hour.
- 152.2.5 F** **Failure** - Represents an unsatisfactory achievement and indicates failure in the course. It is valued at zero grade points and zero credit hours. The student who receives a grade of ("F") in a course is not eligible to continue into the next sequential course(s) and shall not be eligible for graduation. Credit may only be obtained by repeating the course.
- 152.2.6 AU** **Audit** - Represents a course that is not taken for credit. Students who audit a course must be admitted to the college and officially enrolled in the course. Any change in status from audit to credit or credit to audit must be completed prior to the last day for adding classes. An audited class may be taken for credit during another semester. An Audit carries no value in computing the grade point average.
- 152.2.7 P** **Non Traditional Credit** – Represents credit given for successfully challenging a course, military course credits, prior learning experiences, etc. Non traditional credits carry no value in computing the grade point average.
- 152.2.8 I** **Incomplete** – Represents incomplete coursework. It shall be given only when there are unavoidable and extenuating circumstances resulting in the inability for a student to complete the coursework prior to the end of a semester. An Incomplete shall only be awarded when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall

inform the student what work is necessary and the deadline to complete such work (Incomplete Contract). The deadline must be no later than the first day of mid-term exams of the next semester. Students do not re-enroll or pay tuition for an Incomplete course. The grade of (“I”) has no value in computing the grade point average, but is counted in hours attempted.

- 152.2.9 R Repeat** – Represents a course that is being repeated. The Symbol (R) will follow the letter grade earned. The last grade awarded will be used in the computation of the cumulative grade point average. The term grade point average is not affected with Repeat grades. Repeat grades do not change a prior term’s GPA.
- 152.2.10 S Satisfactory** - Represents a satisfactory grade. It has no value in computing the grade point average.
- 152.2.11 U Unsatisfactory** - Represents an unsatisfactory grade. It has no value in computing the grade point average.
- 152.2.12 W Withdraw** - Represents a withdrawal from a course. Students may officially withdraw from a course or courses until the official drop date and will receive a grade of (“W”). The course and grade of (“W”) will be posted to the student’s permanent record, but will not be included in the calculation of the semester/session or cumulative grade point averages. Students are cautioned that withdrawal from a course or courses may impact their financial aid and other (e.g. insurance coverage) status. Official drop date for atypical course schedules will be calculated at 75% of the course length.

Policy Reference:

Review Process

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution: Distributed Electronically via College’s Intranet
 Hard Copy Distribution to Regional Directors



James R. Sawtelle III
 Vice President for Career and Technical Education