

TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD

No. ES.4.06	Page 1 of 5	Effective Date: 05/02/12
DIVISION:	Educational Services	
SUBJECT:	Grading System	
AUTHORITY:	Minute Order #80-02	
PROPOSED BY:	<i>Original Signed by Elton E. Stuckly, Jr.</i>	
TITLE:	Vice Chancellor for Instructional Services	Date: 05/02/12
RECOMMENDED BY:	<i>Original Signed by Elton E. Stuckly, Jr.</i>	
TITLE:	Vice Chancellor for Instructional Services	Date: 05/02/12
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor	Date: 05/02/12

STATUS: Approved by Management Council 5/2/12

HISTORICAL STATUS:

Updated May 2012
 Reviewed 2/27/11
 Approved by BOR 07/26/02 MO#80-02
 MO#05-01 Rescinded 7/26/02
 Approved by MC 06/24/02
 Revised 05/2002
 Approved by BOR 01/27/01 MO#05-01
 MO #21-86 Rescinded 01/27/01
 Effective 09/01/01
 Approved M/C by proxy 01/10/01
 Reviewed by M/C 10/19/00
 Revised 05/2010

Reviewed 03/23/00
 Approved M/C 07/29/99
 Reviewed 5/10/99
 Format Changes 08/11/97
 New Format 04/11/97
 Added **P=Pass** Grade, 03/23/92
 M/C Approved Update, 04/10/91
 Revised 07/25/88
 Approved BOR 11/18/85
 Approved M/C 11/18/85
 Completed 06/85

POLICY

It is the policy of Texas State Technical College to measure student achievement of skills, knowledge and competencies and to report student performance for each course attempted or credited by a standard system of grading.

PERTINENT INFORMATION

There is no externally imposed grading system upon TSTC, but the Southern Association of Colleges and Schools specifies ... "the evaluation of student performance...should reflect that institution's concern for quality and discriminate adequately among levels of student performance" and the..."institution demonstrate that an effective relationship exists between curriculum content and current practices in business and industry."

DELEGATION OF AUTHORITY

The Chancellor or designee has the responsibility to assure the grading system is in compliance with external regulating agencies and that it is consistent with purpose and goals of TSTC.

Chief instructional officers have the responsibility to implement procedures and processes to fulfill the requirements of this System Operating Standard.

The instructional program has the responsibility to define the skills, knowledge and competencies to be evaluated via established procedure and the responsibility to establish the criteria or standards for course performance levels used in awarding grades.

OPERATING REQUIREMENTS

The technical education process of TSTC inherently mandates that a close relationship exists between job entry requirements and student evaluations. To the extent possible, evaluation and grade reporting should reflect the skills, knowledge and competencies that can be directly associated with validated task inventories or competency lists. Thus a close correlation between the evaluation, course objectives and task inventories should be present in the curriculum and instructional materials.

Performance levels are defined by the instructional program and may include a variety of learning activities which will determine students' level of achievement in the specific skills, knowledge and competencies associated with each course. Learning activities may include, but are not limited to: individual and group projects, reports or presentations, hands-on demonstrations, participation in class discussions, exercises or lab assignments, homework assignments, quizzes and tests.

The minimal performance level accepted at TSTC for courses in a student's major should relate closely to the minimum or basic requirements associated with job entry. This level of performance should be specified as a "C" grade. It specifies that the student has

demonstrated the acquisition of skills, knowledge and competencies that partially support eligibility to enter the job(s) or career field for which the program is designed.

In addition to the minimum acceptable performance level (grade of "C"), in major or technical support courses, recognition of higher performance levels and differentiation of student performance levels should be achieved with awards of "A" and "B" grades.

The following grades will be assigned to students based on their performance level in courses. All grades are applicable to semester credit courses (SCH), training credit hour courses (TCH), or both as indicated below.

A = Excellent/Superior Performance Level	4 Grade Points per SCH
B = Above Required Performance Level	3 Grade Points per SCH
C = Minimum Required Performance Level	2 Grade Points per SCH
D = Below Required Performance Level	1 Grade Point per SCH
F = Failure to Meet Performance Requirements	0 Grade Points per SCH
P = Pass (Meets Required Performance Level)	SCH. Not Calculated.
IP = In Progress (Course Completion Beyond Control)	SCH. Not Calculated.
IM = Incomplete-Military Leave	SCH. Not Calculated.
W = Withdraw	SCH and TCH. Not Calculated.
CR = Credit (Advanced Standing, Validation)	SCH. Not Calculated.
AUD= Audit of Course	SCH. Not Calculated.
S = Satisfactory	TCH. Not Calculated.
U = Unsatisfactory	TCH. Not Calculated.

The grade of "A" represents performance significantly and consistently above the required level.

The grade of "B" represents performance above the required level.

The grade of "C" represents minimum required performance.

The grade of "D" represents performance below the minimum required. The grade of "D" cannot count toward credit for graduation if received in a student's major courses.

The grade of "F" represents failure to meet the specific requirements of the course within the allotted time frame.

The grade of "P" represents passing of a developmental course or a specialized course and may be used at the discretion of a college, up to six credit hours in a program.

The grade of "IP" represents an "in Progress" status for the student who has not had sufficient time to complete the course due to the registration date, extended illness, or other circumstances beyond the student's control. The "IP" is non-punitive and is not calculated in Grade Point Averages.

The grade of "IM" represents an Incomplete grade for a student who has been called to active military service and has been approved for an excused leave for military duty. The "IM" is non-punitive and is not calculated in Grade Point Averages.

The grade of "W" represents withdrawal from the course. The "W" grade is non-punitive and is not calculated in Grade Point Averages.

The grade of "CR" represents credits for courses which are accepted toward program completion and graduation as a result of advanced standing evaluation, credit by examination, articulation agreements or other validations of course required knowledge and skills. The grade of "CR" is not included in the calculation of Grade Point Averages.

The grade of "AUD" represents the audit of a course and is not included in the calculation of Grade Point Averages.

When an IP grade is assigned, a student must complete the coursework by a date specified by the course instructor, such date not to exceed one year from the end of the term in which the IP grade was issued. Upon completion, the instructor should submit a grade change form to the Office of Admissions and Records. If coursework is not satisfactorily completed, the IP grade will be changed to an F grade.

When an IM grade is assigned, a student must complete the coursework within two years of the end date of the term in which the grade was awarded. If coursework is not completed by the end of the two-year period, the IM grade will be changed to a W grade.

The criteria, standards, and levels of performance for each grade must be specified for each course by the instructional program. These may include cognitive, psychomotor and affective domains, but should reflect proportionately what is found in industry and

educational practice. Faculty members may consider student participation in specific learning activities when determining final grades, provided students are informed of the required activities at the beginning of the course. Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend lecture and laboratory sessions in accordance with requirements of the course as established and communicated by the faculty member. Faculty members cannot drop or award grades of 'W' for students based on non-attendance. Students who fail to meet performance requirements for the course within the allotted time frame will receive a grade of "F" except for courses in which an "IM" grade has been awarded. Student performance will be regularly monitored and students will be notified when they fail to meet performance levels. Students will be advised of options for improving performance or withdrawing from the course.

Each student shall be evaluated and a grade reported for each course according to established schedule(s).

Students shall be able to obtain the current status of their grades according to college procedure.

PERFORMANCE STANDARDS

1. College procedures exist to implement this System Operating Standard.
2. Each instructional program has written criteria or standards of performance for awarding grades.
3. Student evaluations reflect closely the course objectives, validated tasks and competencies.
4. Student grades are reported upon course completion and are available at times other than at end of term.

COLLEGE OPERATING PROCEDURE

COLLEGE		Page 1 of
OFFICE OF RESPONSIBILITY:		
APPROVED BY:		
TITLE:		Date
FORWARDED TO SYSTEM OFFICE ON		