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| Grading Practices Policy |  |

**Original Date: August 4th, 2019 Glocal Institute, Inc.**

# PURPOSE

Glocal Institute, Inc. uses a standard 4.0 scale for grading and calculating the GPA (Grade Point Average). Glocal Institute, Inc. maintains three grading periods during the program year.

# SCOPE

Faculty & Adjunct Instructors are required to submit all grades within one (1) week of the class finishing which are recorded on official transcripts & used to calculate GPA (Grade Point Average).

# POLICY STATEMENT

Calculating a GPA is important and assists in measuring progress toward graduation. Grade point averages are calculated by dividing the sum of the grade points by the total number of GPA points.

POINTS

Each class carries academic points based on total contact hours and the method of instruction. Points are used to determine student grade point average.

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| **Grades** | **Description** | **Grade Points** |
| A | Excellent | 4.00 |
| A- | Excellent | 3.67 |
| B+ | Good | 3.33 |
| B | Good | 3.00 |
| B- | Good | 2.67 |
| C+ | Satisfactory | 2.33 |
| C | Satisfactory | 2.00 |
| C- | Satisfactory | 1.67 |
| D+ | Poor | 1.33 |
| D | Poor | 1.00 |
| D- | Poor | 0.67 |
| F | Failure | 0.00 |

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### GRADES

Students enrolled in the technical diploma will be graded by the following letter grade and point system. These represent various levels of accomplishment and grade points earned. Some instructors may not use plus ( + ) or minus ( - ) grades.

**The following grades may appear on your transcript, but will not be included in your GPA:**

**WP**-Withdrawal Passing
**WF**-Withdrawal Failing
**W**-Withdrawal
**R**-Repeated
**I**- Incomplete
**AU**-Audited (no credit earned)
**TR**-Transfer Credit

### I - GRADE

The I (incomplete) grade may be assigned, at the discretion of the instructor, if you encountered extenuating circumstances which prevented completion of the course. You must have been close to completing the course but, due to extenuating circumstances, were unable to complete the final exam or some limited amount of coursework.

The instructor sets a deadline by which the coursework must be completed. The deadline will be no later than the end of the following semester. The I grade will be displayed on your transcript. An I grade which is not changed by the deadline set by the instructor will automatically be changed to an F grade.

### GRADE CHANGES

Grade changes must be made within one year of the end of the semester in which you registered for the class. Grade changes will be honored only to correct a mistake or error in calculating or assigning the grade.

### PROGRAM RECORD SEALED AT GRADUATION

Once you graduate from a program, that record is sealed. No changes are made to grades used to meet program requirements. If a course used to fulfill a graduation requirement is repeated after you graduate, the repeat does not affect the record; it will not be used for credit or GPA purposes.

### GRADE POINT AVERAGE (GPA)

Your average grade is expressed in terms of a grade-point average. The grading scale at Glocal Institute, Inc. is based on a four-point scale. The grade point average is calculated by dividing the sum of the grade points by the total number of GPA points. General college, pre-college and pre-technical classes are developmental and/or remedial classes and do not count toward postsecondary graduation, nor are they used in GPA calculations. To determine your GPA:

* Multiply the number of GPA points for each course by the grade point value of the letter grades assigned. This converts the letter grades into grade points.
* Add the total number of GPA points.
* Add the total number of grade points earned.
* Divide the total number of grade points by the total number of GPA points.

### VIEW YOUR GRADES

Students may view their grades via the Learning Management System (LMS). Grades are available online the day after the instructor enters them.

### DEAN’S LIST

Dean’s List honors are granted each semester for students who achieve a [semester GPA](https://www.gtc.edu/campus-life/student-services/student-rights-policies/grading-policies#gpa) of 3.75 or better. Dean’s List calculations are based on classes that have finished (been graded) by the end of each term. After final grade verification, badges will be issued to each eligible student. A certificate may be requested if preferred or in addition to the badge.

# APPROVAL AND REVIEW DETAILS

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| **Approval and Review** | **Details** |
| Approval Authority | 8/4/19 |
| Advisory Committee to Approval Authority | 8/4/19 |
| Administrator | 8/4/19; 3/30/2021, 3/29/24 |
| Next Review Date | 4/1/2025 |