

STUDENT GRADES AND RECORDS

Classification

A freshman is a student who has accumulated fewer than 30 term hours of college credit. A sophomore is a student who has accumulated 30 or more hours of college credit.

Grade Range

Percentage grades, when used, are converted to these letter grades:

Range	Grade	Point Value
90–100	A	4
80–89	B	3
70–79	C	2
60–69	D	1
Below 60	F, FX	0

Grade Point Average (GPA)

The College calculates earned grade points by multiplying the number of credit hours of the course by the grade point value of the grade received in the course. For example, in a three-term hour course, an A produces 12 grade points; a B produces nine grade points; a C, six grade points; a D, three grade points; and an F or FX, zero grade points.

The College computes the grade point average (GPA) by dividing the total grade points earned by the total number of term hours completed in unduplicated courses with grades of A, B, C, D, F, or FX. GPA computations include only courses completed at San Jacinto College. For repeated courses, the College uses only the highest grade in computing the cumulative GPA. Grades of I, N, W, and WL are neutral, and the College does not include these grades in any GPA.

Overall Institution GPA

The College has established 2.0 as the minimum GPA requirement for a student to remain in good academic standing. Students may refer to the Academic Status section for more information. The College calculates the transcript GPA on the basis of all credit posted to the San Jacinto College transcript, including credit hours in college preparatory courses. If a student repeats a course that may not be repeated for credit, the College uses only the highest grade earned in the course to determine the GPA.

Scholarly Achievement Eligibility for Honors and Awards Received

At the end of each long term, the College compiles a Dean's Honor List. In order to be listed, a student must have earned a GPA of at least 3.5 as a full-time student (12 or more hours completed during the term). The College records the Dean's Honor List on the official transcript each term the student qualifies.

Phi Theta Kappa (PTK)

The College also recognizes the Phi Theta Kappa (PTK) honor society. To be eligible for membership into Phi Theta Kappa, a student must have completed at least 12 hours that may be applied to an associate degree, have a 3.5 GPA, receive an invitation for membership from the chapter

at San Jacinto College, and must adhere to the moral standards of the society.

National Technical Honor Society (NTHS)

Students in technical programs have an opportunity to join the National Technical Honor Society (NTHS). To be eligible for membership, a student must have a 3.5 GPA in all technical courses, a recommendation from an instructor and have completed 3-5 hours of community service.

Honors Program

The College Honors program provides another opportunity to enrich a student's college experience. Students with a 3.25+ cumulative GPA on at least 12 hours of college credit courses or first-time-in-college students with one of the following are eligible for the Honors program: a 3.25+ GPA; score of 4 or 5 on an AP exam; top 20% of high school class; 1,100 SAT score (reading + math); or 26 ACT score. Documentation, such as official transcripts, must be provided with the Honors program application.

Graduates with a 4.0 Grade Point Average

Students who have applied for graduation for a particular graduation period will be reviewed for GPA, and those with a 4.0 will be identified in the commencement program. The information may be published in other College media and shared with other media entities.

Final Examinations

16-week classes will follow the Final Exam Schedule listed on the San Jacinto College website, www.sanjac.edu/finals

For all other parts of term, students will take the final exam on the last class meeting day.

Grading System

Faculty enter term grades for all students electronically at the end of the term. Once faculty have entered the grades, the College recalculates GPAs and academic standings are re-calculated and posts these to the academic record as quickly as possible. Students can view or print their grades online through the Secure Online System (SOS).

The College uses these grades to evaluate students' academic performance.

Grade	Definition	Grade Points per Credit Hour Earned
A	Excellent, superior achievement	4 grade points
B	Good, above average achievement	3 grade points
C	Average, acceptable achievement	2 grade points
D	Passing, marginal achievement	1 grade point
F	Failure, unsatisfactory achievement	0 grade points
FX	Failure, excessive absences	0 grade points
S	Satisfactory	0 grade points
U	Unsatisfactory	0 grade points
I	Incomplete	0 grade points
W	Withdrawal	0 grade points

WL	Withdrawal within Limit	0 grade points
NG	No Grade Reported	0 grade points
AUDIT	Audited Course	0 grade points

Incomplete (I)

Incomplete (I) is a temporary grade that indicates a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work delayed by illness, emergency, or authorized absence. The student is responsible for making arrangements to complete the work within the time limit set by the instructor. This time limit, however, may not extend beyond the conclusion of the next fall or spring term. If the student has not submitted course requirements set by the instructor and had a final grade posted by the end of the next long term, the record system will automatically convert the Incomplete to an F.

No Grade (NG)

No Grade (NG) is a temporary grade assignment pending receipt of a final grade from the instructor. Faculty may not assign grades of NG.

Withdrawal (W)

The College awards a grade of W for course withdrawals to students who were new first-time-in-college students prior to fall 2007 and are **not** affected by the six-drop limit or who received an exemption from the six-drop rule for a particular class.

Withdrawal within the Limit (WL)

The College awards a grade of WL for course withdrawals to students who were new first-time-in-college students in fall 2007 or thereafter and are affected by the six-drop limit. The grade of WL is the indicator that this withdrawal is counted in the six drop limit. An affected student is limited to six grades the equivalent of WL from all Texas public colleges and universities combined.

Failure, Excessive Absences (FX)

Faculty may award a grade of FX at the end of the term to any student. This grade means that the student registered and paid for the course and failed the course because the student missed an excessive number of classes and did not exercise the right to drop the course or was not eligible to drop the course because of TSI or Six-drop rule regulations. For each grade of FX submitted, faculty must report the last date the student attended the course. The College will not post grades of FX without this date.

The grade of FX carries the same academic impact as the grade of F in that the credit hours are included in the calculation of the grade point average and the grade awards zero (0) grade points. The grade of FX indicates a completed course just as a grade of F indicates a completed course. The grade of FX is not a drop or withdrawal. The process to appeal the grade of FX is the same as an appeal for any other faculty-awarded grade.

Class Attendance

Students must attend all lecture and laboratory periods. An education is more than just acquiring information. Through regular class attendance, students gain clearer insight into complex issues through interaction with instructors and other students.

Instructors keep an accurate record of each student's attendance and do not allow students who do not attend regularly to slow the pace of the class. However, instructors may provide an opportunity for a student who presents a reasonable excuse for an absence to make up missed work.

A student who does not offer a satisfactory explanation for an absence will have that absence classified as unexcused and earn an F for any test, assignment or laboratory work given or due during that absence. The student will not be allowed to make up work that was missed.

Whenever a student's absences reach 8.33 percent of the contact hours of the course for unexcused reasons or reasons unknown to the instructor, the instructor may request that the student drop the course (if applicable, students may see TEC 51.907 Six-Drop Limit Provisions section) and if not eligible to drop or the student chooses not to drop, the instructor may award a grade of FX at that time, which will prohibit the student from attending class.

For example, the number of contact hours in a fall or spring term course equals the number of weekly classroom and laboratory hours in the course description multiplied by 16. Therefore, instructors may prohibit the students who accumulate four hours of absence in classes meeting three hours per week or eight hours of absence in classes meeting six hours per week from attending class. Three unexcused tardies count as one unexcused absence.

An instructor also has the authority to request that the student drop the course and to prohibit a student from participating in class when the instructor believes the student has accumulated so many absences (including excused absences) that the student cannot reasonably expect to pass the course. An instructor may also award the temporary grade of I (Incomplete) only under certain circumstances. Students may see the Incomplete (I) section under the Grading System section for specific information.

Note: A student who wishes to withdraw from a course must withdraw officially online or through the Educational Planning, Counseling, & Completion office; informing the instructor of the intent to withdraw is not sufficient. The Withdrawal from Courses section that follows provides more information.

Accreditation or certification standards that require more stringent attendance policies may govern certain departments or programs.

College regulations specify that only students who have registered for the class and who are listed on the official class rolls may attend a class. Students not listed on official class rolls may not attend classes; nor may students who have withdrawn or who have been withdrawn attend classes.

Procedure for Student to Appeal a Final Grade

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

When a student becomes aware of a final grade that he or she believes is incorrect, the student may appeal the final grade received in the course. The student shall initiate the appeal process as soon as possible following the receipt of the grade. The appeal process shall be filed no later than 30 calendar days after the end of that semester and must be resolved within 120 calendar days following the initiation of the appeal.

Students may not use this procedure to challenge the substance or content of an exam, test item, or assignment.

At no step in the process are the instructor's questions or individual test items to be scrutinized. Only course syllabus (e.g., grading system) and

letter or numerical grades as recorded in the instructor's grade book will be examined.

The procedures for appealing a grade are found in Grade Appeals Complaint Procedure 100 under Student Rights & Responsibilities section.

Graduate Guarantee Program

San Jacinto College is so confident of the quality of its instruction that, subject to the special conditions listed below, the College makes these guarantees:

- Academic students can transfer their academic credit courses to Texas public colleges and universities.
- Technical students will acquire job skills for entry-level employment in their fields.

Transfer Credit

Subject to the conditions specified below, San Jacinto College guarantees students the transfer of credit to those publicly supported Texas colleges and universities that participate in the College's Guarantee of Transfer Credit Program when course work at San Jacinto College is completed in accordance with an approved and properly executed transfer plan.

1. Transferability means the acceptance of credit toward a specific major and degree.
2. The receiving college or university must identify courses as transferable in accordance with transfer plans dated 1992–1993 or later.
3. Limitations of the total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution or in an agreement concerning the transfer of courses between San Jacinto College and the participating receiving institution.
4. The guarantee applies only to courses taken at San Jacinto College and listed on approved transfer plans. San Jacinto College will not be responsible for courses not applicable to a major due to a change of major by the student.
5. Students may be required to take prerequisite courses that may not apply to degrees in certain majors. Such courses are not eligible for this guarantee.
6. To be eligible for the guarantee, the student must file with the admissions office on his/her campus an agreement to follow a written transfer plan. The plan must include:
 - a. The name of the institution to which the student plans to transfer;
 - b. The associate degree, the bachelor's degree and the major the student plans to pursue;
 - c. The date the plan was filed; and
 - d. The date shown on the transfer plan.

If a student meets the above conditions, but does not receive transfer credit for one or more courses from the receiving institution, the student must notify the Provost at his/her campus in writing within 14 calendar days of the notice of transfer credit denial. The Provost will initiate the Transfer Dispute Resolution process established by the Texas Higher Education Coordinating Board. If this process does not resolve the course denial, San Jacinto College will develop a plan whereby the student may take, tuition free, a maximum of nine credit hours of acceptable alternative courses within one year from the date the plan was executed.

Although tuition for these courses is free, the student must pay for books and/or other course-related expenses.

Entry-level Job Skills

Subject to the special conditions listed below, San Jacinto College guarantees that students earning an Associate of Applied Science (AAS) degree or certificate of technology will have the job skills necessary for entry-level employment in the technical field for which they have been trained. If the employer provides sufficient evidence that the student lacks these skills after completing one of these programs, the College will provide additional skill training, tuition free. These special conditions apply to the guarantee:

1. The student must earn the AAS degree or the certificate of technology in a technical program listed in the San Jacinto College catalog as of the 1992-1993 academic year or later.
2. The student must complete the degree program within four years or the certificate program within three years. All technical course work must be completed at San Jacinto College within the specified time period.
3. The student must be employed full time within 12 months after graduation in an occupation directly related to the specific program completed at San Jacinto College as certified by the College.
4. The student's employer must certify in writing that the student lacks the entry-level job skills identified as program-exit competencies by San Jacinto College for the program that the student completed. The employer must specify the areas of deficiency within 90 days of initial employment.
5. After the student contacts the San Jacinto College campus where he/she received training in writing, the student and the College will together develop a written educational plan for retraining.
6. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. The students must complete all retraining within a calendar year from the time the educational plan is agreed upon.
8. Although tuition for this retraining is free, the student must pay for books, insurance, uniforms, fees, and other course-related expenses.
9. The guarantee does not imply that San Jacinto College graduates will pass any licensing or qualifying examination for a particular career.
10. This guarantee does not apply to competencies taught in courses in which the student earned a grade of less than C, nor does it apply to courses that have been substituted for required courses specified in the degree or certificate program.