

STUDENT GRADES AND RECORDS

Classification

A freshman is a student who has accumulated fewer than 30 semester 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 (<https://publications.sanjac.edu/general-information/student-information/student-grades-records/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

Dean's Honor List

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 described below:

16-week CLASSES THAT MEET ONCE A WEEK—Faculty will give the final exam during normal class time during the 16th week.

16-week CLASSES THAT MEET TWICE A WEEK—Faculty will choose from the three options below to meet the needs of their students.

- Option 1: Students will take the final exam on Day 1 and class will not meet on Day 2.
- Option 2: Students will take the final exam on Day 2. Faculty may schedule other class activities or give students a study day on Day 1.
- Option 3: Students will take part 1 of the final exam on Day 1 and part 2 of the final exam on Day 2.

16-week CLASSES THAT MEET THREE TIMES A WEEK—Faculty will choose one of the two options below to meet the needs of their students.

- Option 1: Faculty may hold class all three times during the 16th week to complete class activities and give the final exam.
- Option 2: Faculty must hold class at least two times during the 16th week to complete class activities and give the final exam.

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 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. Faculty are to identify and contact students who fall within this category to provide the option of an Incomplete (I). A student can also request consideration for a grade of Incomplete (I) to the faculty. If approved, the student is responsible for working with the faculty to complete missed assignment(s) within the time limit set by the faculty. This time limit, however, may not extend beyond the conclusion of the next fall, spring, or full summer term. If the student has not submitted course requirements set by the faculty and had a final grade posted by the end of the next fall, spring, or full summer term, the record system will automatically convert the Incomplete (I) 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. For more information about the 6-drop limit,

students may visit the College website page Six-Drop Course Limit Process (<https://www.sanjac.edu/admissions/courses-registration/>).

Failure, Excessive Absences (FX)

An "FX" indicates that a student registered and paid for a course and failed the course with an "F" while accumulating an excessive number of absences.

- An "FX" is awarded at the end of the term.
- The student's last date of attendance must be reported if an "FX" is awarded.
- An excessive number of absences is defined as a student missing 10% or more contact hours of a course for unexcused reasons or reasons unknown to the faculty.

An "FX" is not a course withdrawal. The process to appeal an "FX" is the same as an appeal for any other faculty-awarded grade.

Class Attendance

Students are expected to attend all class sessions, and faculty will keep an accurate record of each student's attendance. Faculty may provide an opportunity for a student who presents a reasonable excuse for an absence to make up missed work.

To withdraw from a course(s), a student must follow the College's official withdrawal process. Contact the Advising, Career, and Transfer office for additional information.

Accreditation, certification, or licensure 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 roll may attend a class. Students not listed on the official class rolls may not attend classes; nor may students who have withdrawn attend classes.

Procedure for Student to Appeal a Final Grade

Students may reference San Jacinto College Policy V.5001.C, Student Final Grade Appeal (<https://www.sanjac.edu/about/policies-procedures/V-5001-C-Student-Final-Grade-Appeal.pdf#search=Policy%20V5001C,%20Student%20Final%20Grade%20Appeal>) and the associated procedure, Procedure V.5001.C.a, Student Final Grade Appeal Process (<https://www.sanjac.edu/about/policies-procedures/V-5001-C-a-Student-Final-Letter-Grade-Appeal-Process.pdf#search=Procedure%20V5001Ca,%20Student%20Final%20Grade%20Appeal%20Process>) on the College website for information on this topic.

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 their 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.
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 they 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, charges, 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.

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.