



POLICY TITLE

Course Grades, Transfer Credit, and Grade Point Average Calculations

POLICY NUMBER

1-4404

<p>Responsible Office: <i>Registrar</i></p> <p>Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i></p> <p>Policy Classification: <i>Academics, Workforce and Student Development</i></p>	<p>Effective Date: 07/31/2024</p> <p>Last Reviewed Date: <i>07/31/2024 Policy combines 5 prior policies</i></p> <p>Origination Date: 07/31/2024</p>
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I. POLICY STATEMENT

Baton Rouge Community College (BRCC) uses a standard 10-point grading scale when evaluating the academic coursework of students and utilizes a quality point system to determine a student’s grade point average (GPA). If a student repeats a course taken at BRCC, the earlier grade(s) in the course is/are excluded from the student’s institutional Grade Point Average (GPA) calculations. The last grade received (excepting W) is the official grade for the course and is included in the calculation of the student’s institutional GPA.

BRCC recognizes the importance of providing students with information to facilitate transfer of credit, as well as maintaining academic quality and integrity with respect to awarding credit for course work completed at another institution. In accordance with SACSCOC Comprehensive Standards related to transfer credit, the College assumes responsibility for the academic quality of all course work and credit listed on the official academic transcript.

BRCC accepts credit from institutions of higher education accredited by agencies recognized by the United States Department of Education (USDOE). Grades awarded for transfer credits are not included in the calculation of a student’s BRCC institutional GPA but are included in the calculation of a student’s overall cumulative GPA.

II. POLICY RATIONALE AND SCOPE

Consistent with practices in postsecondary institutions in Louisiana, BRCC uses a 10-point grading scale when evaluating the academic coursework completed by students enrolled in BRCC courses. This grading scale is applied when determining a student's GPA, which employs a system of assigning quantitative values to letter grades, commonly referred to as a quality point system. The overall GPA earned at BRCC is recorded on the final BRCC transcript; grades for all courses repeated are included in the overall GPA.

III. POLICY AUDIENCE

This policy applies to all students enrolled in credit courses.

IV. POLICY COMPLIANCE

Failure to comply with this policy will prohibit a student's ability to earn a post-secondary educational/academic award (certificate, technical diploma, and/or associate degree).

V. POLICY DEFINITIONS

Institutional GPA: The GPA achieved at a particular academic institution

Overall Cumulative GPA: The average of the grades for all student coursework (institutional and transfer)

Transfer GPA: The average of the grades for all articulated coursework earned at external academic institutions

VI. POLICY IMPLEMENTATION PROCEDURES

Academic Grading Scale

BRCC uses the following 10-point grading scale when evaluating the academic coursework of students:

Standard 10-point grading scale:

A, 90 – 100%

B, 80 – 89%

C, 70 – 79%

D, 60 – 69%

F, Less than 60%

Quality Point System

BRCC has adopted the quality point allotment as follows:

Grade	Quality Points
A	4
B	3
C	2
D	1
F	0
W	0
AU	0
P	0
S	0
U	0
I	0

A 2.0 GPA equals a “C” average; a 3.0 GPA equals a “B” average. Grades must be rounded to the two-decimal places.

Grade symbols and designations include but are not limited to the following:

AU – Audit

CR – Credit by Exam or Experiential Learning

I – Incomplete

P – Pass

R – Repeat or Replace

S – Satisfactory

TR – Transfer Course

U – Unsatisfactory/Failing

W – Withdrawal

WE – Work Experience

Z – Academic Renewal

Transfer Credit

Transfer credits from institutions of higher education accredited by agencies recognized by the USDE are recorded on a student’s official academic record using the following guidelines:

- Submitted official transcripts become property of BRCC and part of the permanent student record.
- Accepted credits will be posted to the official transcript with the designation of “T” for transfer.
- Conversion from quarter hours to semester hours and conversion to a four-point scale will be made as needed.
- Course equivalencies will be reviewed by divisions.
- Only grades of “C” or better will be considered for transfer credit; exceptions can only be given by the Dean overseeing the student’s program of study.

- A “C” is the lowest acceptable transfer grade for English Composition I and II and College Algebra.
- Credits for courses with numbers that begin with zero (0) do not count toward the completion of any award.
- Credit will not be awarded for courses for which academic amnesty has been granted.
- Application of transfer coursework toward the completion of program requirements will ultimately be determined by the College.
- Transfer students must meet all criteria for graduation as stated in the catalog.
- Programmatic accreditation may limit the number of credit hours and or the types of courses accepted.
- The maximum number of transferred semester credit hours accepted for earning an associate degree is 75% of the total credit hours for the degree (for example, a maximum of 45 credit hours may be accepted for completion of a degree with a total of 60 credit hours).
- Grades awarded for transfer credits are excluded when calculating the institutional grade point average.
- All transfer credits are considered for Financial Aid eligibility.
- BRCC does not automatically accept courses from an institution of higher education not accredited by an agency recognized by the USDE.
- Students requesting transfer credit pre-approval or evaluation of course work completed at an international institution prior to enrolling at BRCC must submit an evaluated college transcript in English and a course description or syllabus in English.

VII. POLICY RELATED INFORMATION

[LCTCS Course Grades, Policy 1.022](#)

VIII. POLICY EXCEPTION

Exceptions to the policy are limited to (1) courses required for programs accredited or approved by external agencies with grading-scale requirements other than the standard 10-point grading scale; (2) transfer credit approved by the student’s Dean; (3) Credits may be transferred from institutions accredited by agencies other than those recognized by the USDOE if the qualifications of faculty who taught at the institution and information about the award(s) received by the student are first forwarded to BRCC. Students may petition for acceptance of coursework by:

- Establishing that another institution accredited by an agency recognized by the USDOE has applied the student’s course credits towards a degree or certificate.
- Providing verification from the Chief Academic Officer of the transferring institution that the coursework in question meets SACSCOC requirements. The following guideline governs the acceptance of transfer credits:
 - A dean, department chair, or program manager determines whether courses taken prior to transferring to BRCC are acceptable by consulting and taking recommendations from the faculty.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy containing the combined content previously found in four BRCC Academic Affairs Policies: 1-4170, Repeating Courses; 1-4420, Transfer Courses and GPA Calculation; 1-4421, Transfer of Credit; 1-4500, Academic Grading Scale; and 1-4510, Quality Point System. This policy is to be reviewed and revised, as needed, within three years of the effective date.

X. POLICY URL

This policy may be accessed on the [BRCC website](#)

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Sr., Ed.D.
Chancellor

07/31/2024

Date
Effective Date of Policy