



Procedure Number:	AS 107
Procedure Title:	Academic Calendar, Transfer Credit and Grading
Relevant Board Policy:	E.1.2 Academic Calendar
Relevant SACSCOC Principle:	10.2 Public Information
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

I. The Academic Year

Per Board of Trustees Policy E.1.2, Academic Calendar, the College shall set its academic year and calendar in conjunction with guidelines published by the Texas Higher Education Coordinating Board.

Term Length

A semester normally includes at least 15 weeks for instruction and one week for final examinations or a total of 16 weeks instruction and examinations combined.

The summer session is considered an integral part of the college year. Each of the two summer terms include no less than five and one-half calendar weeks including registration, instruction, and final examinations.

Nothing in this section should be interpreted to preclude experimentation and innovation looking toward full utilization of facilities on a year-round basis.

Parameters

The official College calendar is prepared by the administration according to the following parameters:

1. The calendar is compatible with elements of the common calendar adopted by the Texas Higher Education Coordinating Board.
2. Insofar as practicable, efforts will be made to coordinate the College

calendar with high school commencement dates and vacation schedules of area independent school districts.

3. The two regular semesters will be conducted within nine months.
4. The calendar provides for faculty members on nine-month contracts to serve in conformance with standards of the Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

II. Transfer Credits

To meet the requirements for an Associate of Arts, an Associate of Science, or an Associate of Arts in Teaching degree, only those courses in which a “D” or better has been earned may be applied. To meet the requirements of an Associate of Applied Science degree or certificate, only those technical courses in which a “C” or better has been earned may be applied to meet the requirements in the academic plan. This policy applies to all degree plans.

Credit may be transferred to the College from colleges and universities accredited by one of the following associations:

- Accrediting Commission for Community and Junior Colleges, Western Association of Colleges and Schools
- Accrediting Commission for Senior Colleges and Universities, Western Association of Colleges and Schools
- Commission on Higher Education, Middle States Association of Colleges and Schools
- Commission on Institutions of Higher Education, New England Association of Colleges and Schools
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges

Courses from institutions accredited by the following agencies recognized by the Texas Higher Education Coordinating Board (THECB) may be applied by the College toward a certificate or degree only after being reviewed on a case by case basis:

- Accrediting Bureau of Health Education Schools (ABHES)
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Accrediting Council for Continuing Education & Training (ACCET)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- American Board of Funeral Service Education (ABFSE)
- Association of Biblical Higher Education (ABHE) (undergraduate only)
- Commission on Accrediting of the Association of Theological Schools (ATS)
- Council on Occupational Education (COE)
- Distance Education and Training Council (DETC)
- National Association of Schools of Theatre (NAST)
- Transnational Association of Christian Colleges and Schools (TRACS)

The College's Center for Student Information (CSI) is responsible for verifying an institution's accreditation status and for processing existing course equivalencies. Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at the College in order to grant the degree or certificate.

Courses taken ten (10) or more years prior to a student's last enrollment at the College will not count as semester credit hours toward the award of the degree or certificate in the Applied Science area. These courses will only be transferred or credited as elective credits towards the fulfillment of degree/certificate requirements. However, a student may petition for an exception, which will be evaluated and awarded as determined by the program lead with approval by the Vice President for Academic Success or designated appropriate academic dean.

Transfer Transcript Evaluation

The term "official transcript of record" refers to the record of coursework transferred from other accredited colleges and universities to the College. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at the College.

The College accepts any passing grade from any accredited institution. Passing is a grade of “D” or better. Transcripts received become the permanent property of the College. Official transcripts from all colleges and universities attended must be forwarded directly to the College. Transcripts may not be faxed. Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

Military Transfer

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Joint Services Transcript (JST).

Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions

Students seeking transfer credit from foreign institutions must submit the official transcript evaluated by a member of the National Association of Credential Evaluation Services (NACES). *NOTE:* Some evaluation services require translation from a translation service.

III. Grading System Definitions

1. Grades

Course instructors of record establish grading policy in their respective syllabi. Course grades reflect student achievement in relation to the attainment of the learning objectives and goals of the course.

Permanent grades are recorded only at the end of each semester/session. The grades used are:

- A (excellent/exceptional performance)
- B (above average)
- C (average)
- D (below average/pass)
- F (failure)
- I (incomplete)
- IM (incomplete military)
- IP (in-progress)
- NC (non-credit)

- W (withdrawal, does not count in 6 drop limit)
- WS (withdrawal, counts in 6 drop limit)
- WX (withdrawal exemption, does not count in 6 drop limit)
- WM (military withdrawal)
- CR (non-traditional credit and transferred credit only)
- AU (audit)
- P (pass)
- NR (not recorded)

Other grades, which are assigned in specific types of evaluation, are “P,” “NC,” various “WS,” “CR,” “AU,” and “I” or “IP.” They are assigned as follows:

1. Grades of “P” or “NC” are assigned to indicate Passing or Non-Passing performance on the part of a student taking a course on a Pass/Non Credit basis. A grade of “P” is to be assigned in such cases when the student’s performance is judged to be in the range from excellent to minimally satisfactory. A grade of “NC” is to be assigned in such cases when the student’s performance is judged to be insufficient to merit credit. Credits earned in courses for which a student has been awarded a grade of “P” are accounted toward the total accumulation of credit required for the degree, but the grade and credit are not used in calculating the Cumulative Grade Point Average. When the grade of “NC” is assigned, it also is not used in calculation of the Cumulative Grade Point Average.
2. Any of the Withdrawal grades (“W,” “WS,” “WX,” or “WM”) is assigned when a student withdraws from a course after the Census Date. An official withdrawal may be initiated by the instructor of record or by the student. The student earns no credit for a course from which he/she has withdrawn, and the grade is not used in calculating the Cumulative Grade Point Average. Regular withdrawals will be recorded as a “W” (withdrawn). Waiver drops will be recorded as “WX” (withdrawn with exception) for courses withdrawn due to extenuating circumstances. “WM” will be recorded for courses from which students withdrew because of Military Service.
3. A conditional grade of “I” may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The “I” becomes an “F” in one hundred twenty (120) calendar days from the end of the term unless the student

completes the balance of the coursework with a performance grade of “D” or higher. Re-enrollment in the course will not resolve the “I.” Students may be required to sign an agreement outlining the requirements to satisfactorily complete the course.

4. Incomplete Military (IM) - In order to obtain the IM grade, the military member completes the Call to Active Service Election (CASE) Form for each course, requesting to be withdrawn or to obtain the Excused Absence with the Faculty Member. The Faculty member assists in the completion of the form; if there is less than 25% of the course remaining (excluding final examination period), they assign a grade of “IM” and follow the policy for incomplete grades. If more than 25% of the course remains (excluding final examination period), the Faculty member will complete the Expectations for Course Completion Contract with the student. The student then takes the form to the Veteran Affairs Office with a copy of their orders and will have 120 days from the date of return of active service to complete the coursework as agreed on the CASE form. The 120 days is tracked via a footprint submitted to CSI by A&R, however Faculty will notify Academic Chair and Academic Dean when the Incomplete Military contract is fulfilled/completed.
5. A final grade of “IP” may be assigned to students who have not adequately mastered developmental course content during a given semester or term yet who, in the instructor’s judgment, have the potential to successfully complete the coursework. The only way to receive a passing grade in a course for which an “IP” grade has been recorded is to re-register for the course and earn a grade of “C” or better at the end of the semester or term in which the re-registration occurs.
6. If a student audits a course, that course may not subsequently be repeated for credit. Courses taken as an audit will be so designated on the student’s permanent record. A student who enters on an “audit” basis may not subsequently change to a “letter- grade” basis.

7. "CR" will be used only for recording non-traditional credit.
8. At the end of the term, students for whom no final grade is posted by the faculty will have a grade of NR (Not Recorded) assigned. Students should follow up with their instructor or, should the instructor not be available, the department chair regarding questions about grades.

2. Grades Which May Appear on Transcripts

a. Equivalency of Grades with GradePoints

A	=	4.00
B	=	3.00
C	=	2.00
D	=	1.00
F	=	0.00

b. Other Grades with No Grade Points that do not affect GPA

All other recorded grades ("I," "IP," "NC," "W," "WS," "WX," "WM," "CR," "AU," "P," and "NR") are not included in calculation of the Cumulative Grade Point Average. *NOTE:* "W" grades have no effect on the GPA, but do negatively impact Satisfactory Academic Progress for financial aid eligibility.

3. Semester Grade Point Average (GPA)

The grade point average (GPA) is computed by assigning quality values to each grade as follows:

- A - 4 quality points per semester credit hour
- B - 3 quality points per semester credit hour
- C - 2 quality points per semester credit hour
- D - 1 quality point per semester credit hour
- F and WF - 0 quality points per semester credit hour
- W, WM, WS, WX, WP, CR, NC, NR, AU - *not computed in GPA*
- I - incomplete grade carries 0 quality points per semester credit hour; GPA recalculated upon completion of required work (See Incomplete Grades section in

this catalog)

- IP - final grade for developmental courses and Academic Refresher Courses — *not computed in GPA*
- P - Continuing Education Completer or Academic Refresher Courses (program-specific)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including W, WM, WS, WX, IP, CR, NC, NR, AU) for which grades have been received. The average is based on all semester and term coursework. Calculating the GPA:

1. Multiply the number of semester credit hours each course is worth by the quality points earned.
2. Add these values.
3. Divide this sum by the number of semester credit hours attempted.
4. The student will have two GPAs, an Alamo Colleges GPA and the Northeast Lakeview College PA. The Northeast Lakeview College. GPA is based on courses taken at the College. Refer to procedure AS 110 for impact on Academic Standing.

Example Calculation

Semester Hours	Grade Points	Quality Points	
For Example:			
BIOL 1406	4	3 (B)	12
ENGL 1301	3	2 (C)	6
SPAN 1411	4	4 (A)	16
PSYC 2301	3	2 (C)	6
KINE 1104	1	4 (A)	4
	15		44
			GPA = 44/15 = 2.93

IV. Pass-Non Credit Courses and Pass-Non Credit Grades

College-credit courses may be taken only on a letter grade basis. Only

Continuing Education Completer or Academic Refresher courses may be taken on a Pass/No Credit basis.

A Pass (P) grade indicates student performance meriting college credit and is assigned in such cases when the student's performance is judged to be in the range from excellent to minimally satisfactory. A grade of "NC" is to be assigned in such cases when the student's performance is judged to be insufficient to merit college credit. Credits earned in courses for which a student has been awarded a grade of "P" are accounted toward the total accumulation of credit required for the degree (when relevant), but the grade and credit are not used in calculating the Cumulative Grade Point Average. When the grade of "NC" is assigned, it also is not used in calculation of the Cumulative Grade Point Average.

V. Repeating Courses

If a student repeats a course with the College, the higher grade earned will be recorded in the institutional grade point average (GPA).

VI. Report of Grades

Reports of grades are made available to the student by the College after they are recorded at the end of each semester. Students may not expect to receive grades (or transcripts) for any semester's work until any existing 'holds' are resolved.

Attachment:

Originator: Alan Cottrell

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Updated: 04/26/2017, 05/05/2020,

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Approved: _____

Title: Vice President for Academic Success