

Grades & Reports

Students' semester grades in all courses are filed in the Office of Educational Services, and these are the official records of the college. Final grades are reported at the end of each semester, and students may check their grades through their CAMS Student Portal; directions for accessing the site are posted on the Frank Phillips College home page (www.fpctx.edu).

Repeating a Course

When a course is repeated for credit, the higher grade and the credit hours associated with the higher grade will be used to determine the cumulative GP A. The lower grade and the credit hours associated with the lower grade will remain part of the student's permanent record and will remain on the students' transcript but will not be used to determine the cumulative GPA.

Preparatory courses are designed to assist the student in achieving college-level skills. Students who are underprepared for college will be placed according to the Texas Success Initiative (TSI) guidelines, and continued enrollment is necessary to master these skills. Students who drop (other than those administratively withdrawn for attendance) or end the course with an average lower than 70 may receive a semester grade of CT at the instructor's discretion, for continuation of the course. The student must enroll in and pay for the same course the following semester.

Grade Calculations

Grades are calculated in the following manner:

Standard Grade Scale:

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
60 and below = F

Cosmetology Program Grade Scale:

90 – 100 = A
80 – 89 = B
76 – 79 = C
70 – 75 = D
69 and below = F

***Students may be removed from the program if their class averages fall below an 75% at any time during the program. Students must repeat any classes for which the final grade is a D or F.

LVN Program Grade Scale:

92 – 100 = A
83 – 91 = B
75 – 82 = C
60 – 74 = D
60 and below = F

***In order to continue in the nursing program, a grade average of 75 must be achieved to pass each nursing course. Course grades lower than 75 will result in the student being withdrawn from the program. In order to be eligible to take the **final exam**, the student must have an **exam** average of 74.45 or higher.

Final Course Grades

Grades are expressed in letters as follows:

A	Superior
B	Good
C	Average
D	Passing
F	Failure
CE	Credit Examination
CR	Credit by Experience
I	Incomplete
W	Withdrawal
CT	Continuation of a Preparatory Course

Grade Points

A grade point is the numerical value given to letter grades. The following schedule of grade point values is used to compute a student's grade point average:

A	4 grade points per credit hour	CE	not computed
B	3 grade points per credit hour	CR	not computed
C	2 grade points per credit hour	I	not computed
D	1 grade point per credit hour	W	not computed
F	0 grade points	CT	not computed

Grade Point Average (GPA)

Semester Grade Point Average

The semester GPA is calculated by dividing the number of grade points earned in a given semester by the number of credit hours attempted in that same semester, excluding withdrawals and incompletes. This grade point average appears on the official grade report posted at the end of the semester.

Cumulative Grade Point Average

The overall GPA is calculated by dividing the total number of grade points earned by the total number of credit hours attempted. This grade point average appears on the official grade report posted at the end of the semester and the official transcript.

Incomplete Grades

Incomplete grades are strongly discouraged, but an "I" (Incomplete) may be given when a student, for a justifiable reason (such as a documented illness), has failed to complete the requirements for a course. In order for the grade "I" to be assigned, the exact requirements the student is to fulfill must be outlined in a contract and signed by the student and the instructor and submitted to the Vice President for Academic Affairs for approval before the end of the term. Faculty are not required to allow students to receive a grade of "I," and the opportunity to do so is at the discretion of the instructor and the Vice President for Academic Affairs. The student must complete the specified course requirements before the end of the next full semester unless special permission for an extension is granted by the Vice President for Academic Affairs. The instructor may specify a make-up time of less than the full-semester interval if the time period is noted in the contract. If the course requirements are not completed within the allotted time, the "I" will be changed to an

“F” unless otherwise noted.

Grade Changes

A petition to change a final course grade must be filed in writing no later than the end of the semester following the grading period in which the grade was earned. The petition should be filed with the Vice President for Academic Affairs and should include compelling reasons for the change. Once the instructor has submitted the final semester grade, students may not submit or revise work in order to improve the grade. (Refer to the official procedure in the Student Grade Appeal Policy section of the *Catalog*.)