

TEXAS STATE TECHNICAL COLLEGE  
**STATEWIDE OPERATING STANDARD**

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| <b>No. ES 4.06</b>     | <b>Page 1 of 9</b>                                  | <b>Effective Date: 02/18/2022</b> |
| <b>DIVISION:</b>       | <b>Educational Services</b>                         |                                   |
| <b>SUBJECT:</b>        | <b>Grading System</b>                               |                                   |
| <b>AUTHORITY:</b>      | <b>Minute Order #80-02</b>                          |                                   |
|                        |   |                                   |
| <b>PROPOSED BY:</b>    | <b>Jeff Kilgore</b>                                 |                                   |
| <b>TITLE:</b>          | <b>Vice Chancellor &amp; Chief Academic Officer</b> | <b>Date: 02/18/2022</b>           |
|                        |   |                                   |
| <b>RECOMMENDED BY:</b> | <b>Jeff Kilgore</b>                                 |                                   |
| <b>TITLE:</b>          | <b>Vice Chancellor &amp; Chief Academic Officer</b> | <b>Date: 02/18/2022</b>           |
|                        |   |                                   |
| <b>APPROVED BY:</b>    | <b>Mike Reeser</b>                                  |                                   |
| <b>TITLE:</b>          | <b>Chancellor</b>                                   | <b>Date: 02/18/2022</b>           |

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## **I. STATEWIDE STANDARD**

**POLICY:** It is the policy of Texas State Technical College (TSTC) that the College measures student achievement of skills, knowledge, and competencies and to report student performance for each course attempted or credited by a standard system of grading.

## **II. PERTINENT INFORMATION**

According to [Chapter 135](#) of the Texas Education Code, TSTC is an “institution of higher education offering courses of study in technical-vocational education for which there is a demand within the State of Texas.”

In accordance with its mandated educational mission, the College shall measure student achievement of skills, knowledge, and competencies. This Statewide Operating Standard (SOS) shall outline the process by which the College measures a student’s performance.

## **III. GENERAL GUIDELINES**

The technical education focus of TSTC inherently mandates that a close relationship shall exist between job entry requirements and student evaluations. Accordingly, evaluation and grade reporting shall reflect the skills, knowledge, and competencies that can be directly associated with validated task inventories or competency lists. Therefore, a close correlation between the evaluation, course objectives, and task inventories shall be present in the curriculum and instructional materials.

Performance levels shall be defined by the instructional program and may include a variety of learning activities and assessments which shall determine a student’s level of achievement in the specific skills, knowledge, and competencies associated with each course. Learning activities and assessments may include, but are not limited to, individual and group projects, reports or presentations, hands-on demonstrations, participation in class discussions, exercises or lab assignments, homework assignments, quizzes, and tests.

In traditionally conducted courses the minimal performance level accepted at TSTC for WECM courses in a student’s technical program major or in technical support courses shall relate closely to the minimum or basic requirements associated with job entry. This level of performance shall be specified as a “C” grade unless otherwise specified by the program. For WECM courses in Performance Based Education (PBE) programs the minimum acceptable performance is specified as a “B” grade unless otherwise specified by the program.

## **IV. DEFINITIONS**

**Academic Course Guide Manual (ACGM):** The ACGM is the official list of approved courses for general academic transfer to public universities offered for state funding by public community, state, and technical colleges in Texas.

**Early Alert System:** The early alert system is a college-wide collaborative effort between faculty, staff and students to inform students of their academic standing and to provide assistance for students to successfully complete their program of study.

**Performance Based Education: (PBE):** PBE is the name of TSTC's course-based Competency-Based Education (CBE) initiative. This modality helps students focus on mastery of specified industry skills or competencies. It is often self-directed and is either conducted fully online or in a blended learning environment that flips traditional lecture to online and places the emphasis on hands-on learning in a technical lab environment.

**Workforce Education Course Manual (WECM):** The WECM is the Texas Higher Education Coordinating Board's (THECB) web-based inventory of approved workforce education courses available for use by the state's public community and technical colleges. WECM courses are sometimes referred to as technical courses.

## **V. DELEGATION OF AUTHORITY**

The Chancellor, or his/her designee, has the authority and responsibility to ensure that TSTC's grading system is in compliance with external regulating agencies and is consistent with the purpose and goals of the College.

The Vice Chancellor who oversees academic programs, or his/her designee, has the responsibility to implement procedures and processes to fulfill the requirements of this SOS. Further, the Vice Chancellor has the responsibility to ensure that instructional programs define the skills, knowledge, and competencies to be evaluated via established procedures, as well as the responsibility to establish the criteria or standards for course performance levels used in awarding grades.

## **VI. PERFORMANCE STANDARDS**

1. Each instructional program has written criteria or standards of performance for awarding grades.
2. Student evaluations closely reflect the course objectives, validated tasks, and required competencies.
3. Student final course grades are duly reported upon course completion. During the term, students are apprised of current performance and grades.

## APPENDIX

### VII. RELATED STATEWIDE STANDARDS. LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[Texas Education Code, Chapter 135](#)  
[College Catalog and Student Handbook](#)  
[ES 4.24 Determination of Good Cause for Course Drops](#)

### VIII. OPERATING REQUIREMENTS

**For Courses offered in a Traditional Format the following rules apply**

1. Course grades must be assigned by the instructor of record in accordance with these descriptors:
  - a. The grade of "A" represents performance significantly and consistently above the required level.
  - b. The grade of "B" represents performance above the required level.
  - c. The grade of "C" represents performance at the minimum required level.
  - d. The grade of "D" represents performance below the minimum required level. The grade of "D" shall not count toward credit for graduation if received in a student's major (WECM) courses or technical support courses. However, a grade of "D" in general education courses may be approved to meet AAS program requirements.
  - e. The grade of "F" represents failure to meet the specific requirements of the course within the allotted time frame.
  - f. The grade of "P" represents passing a developmental course or a technical course and may be used at the discretion of the College for up to six credit hours in a program, except during critical extenuating circumstances, in which case more than six hours of Pass/Fail may be applied and additional course offerings may be available for Pass/Fail grading. A grade of "P" meets required performance level of the course and fulfills prerequisite requirements of the course. The grade of "P" shall be applied only to developmental or technical (WECM) courses. The grade of "P" shall not be applicable to any ACGM course.
  - g. The grade of "NP" represents a grade of "Unsatisfactory" and may be used at the discretion of the College during critical extenuating circumstances. A grade of "NP" does not meet the required performance level for the course.
  - h. The grade of "IP" represents an "in Progress" status for a student who has not had sufficient time to complete the course due to the registration date, extended illness, or other circumstances beyond the student's control. The "IP" is non-punitive and is not calculated in Grade Point Averages; however, IP's may affect a student's financial aid standards of progress.
  - i. The grade of "IM" represents an incomplete grade for a student who has been called to active military service and has been approved for an excused leave for military duty. The "IM" is non-punitive and is not calculated in Grade Point Averages.
  - j. The grade of "W" represents withdrawal from the course. The "W" grade is non-punitive and is not calculated in Grade Point Averages.
  - k. The grade of "CR" represents credits for courses which are accepted toward program completion and graduation as a result of transfer of credit, advanced

standing evaluation, credit by examination, articulation agreements, or other validations of course required knowledge and skills. The grade of "CR" is not included in the calculation of Grade Point Averages.

- l. The grade of "AUD" represents the audit of a course and is not included in the calculation of Grade Point Averages.
  - m. The grade of "S" represents a grade of "Satisfactory" given for a developmental Non-Course Based Option (NCBO).
  - n. The grade of "U" represents a grade of "Unsatisfactory" given in a developmental NCBO.
  - o. The grade of "NE" represents a grade of "No Credit Earned". The grade of "NE" is non-punitive and is not calculated in Grade Point Averages. Grade of "NE" can be assigned to a student who enrolls in a Performance Based course that is over the 12.00 SCH (full-time status) in one term and who has not had sufficient time to complete the course due to the registration date.
  - p. The grade of "NA" represents a grade of "Not Applicable". The grade of "NA" is non-punitive and is not calculated in Grade Point Averages. A grade of "NA" may be used for a mid-term grade in a scheduled PBE course in which a student has not yet reached the mid-point of the course.
2. When an IP grade is assigned, a student must complete the coursework by a date specified by the course instructor. Such date shall not exceed one year from the end of the term in which the IP grade was issued. Upon completion, the instructor must submit a grade change form to the Office of the Registrar. If coursework is not satisfactorily completed, the IP grade must be changed to an F grade.
  3. When an IM grade is assigned, a student must complete the coursework within two years of the end date of the term in which the grade was awarded. If coursework is not completed by the end of the two-year period, the IM grade must be changed to a W grade.
  4. The criteria, standards, and levels of performance for each grade must be specified for each course within the instructional program. These should include proportionately what is found in industry and educational practice. Faculty members may consider student participation in specific learning activities when determining final grades, provided students are informed of the required activities at the beginning of the course. Regular attendance shall be necessary for satisfactory achievement. Therefore, it shall be the responsibility of the student to attend lecture and laboratory sessions in accordance with requirements of the course as established and communicated by the faculty member. Students who fail to meet performance requirements for the course within the allotted time frame shall receive a grade of "F" except for courses in which an "NP," "IP," "NE" or "IM" grade has been awarded.
  5. Student performance shall be regularly monitored, and students shall be notified when they fail to meet performance levels. Students shall be advised of options for improving performance or withdrawing from the course.
  6. Administrative withdrawal may be utilized by Student Learning or Administrative Offices as deemed necessary. Administrative withdrawals will be submitted to the Office of the Registrar for processing. Faculty member or college administrator may submit a request to withdraw a student from one or more courses who is not

meeting the required participation for the course or has stopped participating due to the development of unforeseen events beyond the student's control. These events may include, but are not limited to serious illness, death in the immediate family, changes in conditions of employment or military deployment. An Administrative withdrawal from a course will be designated as a "D" for "drop" on the student's official record. An Administrative withdrawal from all courses in which a student is registered will be designated as a "W" or withdrawal, on the student's official record. Administrative drops and withdrawals shall not count toward the six-course drop limit as stipulated in ES 4.24.

- a. Requests will be submitted to the Office of the Registrar for processing.
    - b. Students who are administratively withdrawn are subject to TSTC's Refund and Grading Policy.
    - c. Students will be notified of the withdrawal by the office of the Registrar, and the notice shall include an outline of the appeal process.
    - d. Information regarding course participation and administrative withdrawal will be included in the Course Syllabus and TSTC Catalog and Student Handbook.
  7. An early alert system shall be utilized to provide information to students about their academic progress and to provide assistance for students to successfully complete their program of study
  8. Each student shall be evaluated and notified of his/her grade for each course at the established mid-term point of each semester.
  9. Each student shall be evaluated and notified, through the early alert system, of any "D" or "F" grades no later than the established mid-term point of each semester.
  10. Students shall be able to obtain the current status of their grades according to college procedure.
  11. With regards to stipulations 1-10 above, student workers shall not have the ability to initiate grade changes.
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## **Performance Based Education (PBE) Program and Course Guidelines**

### **For all courses designated as “PBE” the following shall apply**

1. **Transfer Credit-** Transfer Credit- The student’s transfer course work must have been earned at a regionally accredited, college-level institution; must correspond with current TSTC courses required in the student’s program of study; and must have been assigned a grade of “C” or better from the originating institution. (Grades lower than a “C” shall not be accepted for transfer toward major or major-related courses in the student’s program of study.) Transfer credit shall be processed by the Registrar Processing Center using the Texas Common Course Numbering System (TCCNS) Transfer Guide for courses offered at state institutions. A Request for Transfer Credit form is not required for courses meeting the TCCNS guidelines.
2. **Stop Outs-** Students who have an interruption or break in their enrollment at TSTC and return later to complete their program of study will be required to update the program of study to the new PBE modality. Exceptions will be determined by the student’s program.
3. **Previous Grades-**Students who have transcribed courses from a traditionally offered program and move into a PBE program will receive credit for their previously transcribed courses. The grades received in the original course/s will transfer into the PBE program as determined by the program administrator.
4. **Performance Expectations-**The criteria, standards, and levels of performance for each grade must be specified for each course within the instructional program. These should include proportionately what is found in industry and educational practice. Faculty members may consider student participation in specific learning activities when determining final grades, provided students are informed of the required activities at the beginning of the course. Regular participation shall be necessary for satisfactory achievement. Therefore, it shall be the responsibility of the student to participate in lecture and laboratory sessions in accordance with requirements of the course as established and communicated by the faculty member. Faculty members may not drop or award grades of ‘W’ for students based on non-attendance. Students who fail to meet performance requirements for the course within the allotted time frame shall receive a grade of “F” except for courses in which an “NP,” “IP,” “IM,” or “NE” grade has been awarded.
5. **Student Progress-**Student performance shall be regularly monitored, and students shall be notified when they fail to meet performance levels. Students shall be advised of options for improving performance or withdrawing from the course.
6. **Grading-**Each student shall be evaluated and a grade reported for

each course according to established schedule(s).

7. **Status**-Students shall be able to obtain the current status of their grades according to College procedure.
8. With regards to stipulations 1-7 above, student workers shall not have the ability to initiate grade changes.

**For Technical (WECM) Courses offered in a PBE format the following rules apply**

1. Course grades must be assigned by the instructor of record in accordance with these descriptors:
  - a. The grade of "A" represents performance significantly and consistently above the required level.
  - b. The grade of "B" represents performance at the minimum required level.
  - c. The grade of "F" represents failure to meet the specific requirements of the course within the allotted time frame.
  - d. The grade of "NE" represents a grade of "No Credit Earned". The grade of "NE" is non-punitive and is not calculated in Grade Point Averages. In order for a course to be eligible for the grade of "NE" the student shall:
    - i. be enrolled in a Performance Based course that is in addition to a 12 SCH (full-time status) load in a single term.
    - ii. be unable to complete the course due to the registration date.
  - e. The grade of "NA" represents a grade of "Not Applicable". The grade of "NA" is non-punitive and is not calculated in Grade Point Averages. A grade of "NA" may be used for a mid-term grade in a scheduled PBE course in which a student has not yet reached the mid-point of the course.
2. Student workers shall not have the ability to initiate grade changes.

**For Academic (ACGM) Courses offered in a PBE format the following rules apply**

1. Course grades shall be assigned by the instructor of record in accordance with the following descriptors. All ACGM courses shall receive a letter grade.
  - a. The grade of "A" represents performance significantly and consistently above the required level.
  - b. The grade of "B" represents performance above the required level.
  - c. The grade of "C" represents performance at the minimum required level.
  - d. The grade of "F" represents failure to meet the specific requirements of the course within the allotted time frame.
2. Student workers shall not have the ability to initiate grade changes.

All grades shall be keyed to Grade Points per Semester Credit Hour (SCH) or Continuing Education Unit (CEU) as indicated below:

A = Excellent/Superior Performance Level  
B = Above Required Performance Level

4 Grade Points per SCH  
3 Grade Points per SCH



|   |                          |
|---|--------------------------|
| C = Minimum Required Performance Level                  | 2 Grade Points per SCH   |
| D = Below Required Performance Level                    | 1 Grade Point per SCH    |
| F = Failure to Meet Performance Level                   | 0 Grade Points per SCH   |
| P = Pass (Meets Required Performance Level)             | SCH Not Calculated       |
| NP = No Pass (Does Not Meet Required Performance Level) | SCH Not Calculated       |
| IP = In Progress (Course Completion Beyond Control)     | SCH Not Calculated       |
| IM = Incomplete – Military Leave                        | SCH Not Calculated       |
| NE=No Credit Earned                                     | SCH Not Calculated       |
| W = Withdraw  | SCH & CEU Not Calculated |
| CR = Credit (Advanced Standing, Validation)             | SCH Not Calculated       |
| AUD = Audit of Course                                   | SCH Not Calculated       |
| S = Satisfactory  | CEU Not Calculated       |
| U = Unsatisfactory                                      | CEU Not Calculated       |