

# Hamilton Technical College Transcript Key

## Grading Policy

Official reports (student evaluation) of student grades are issued at the completion of each term.

Grades for each subject are assigned as follows:

Percentage	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Letter Grade	Numeric Grade
90-100	Exemplary	Yes	Yes	Yes	A	4.00
80-89	Above Average	Yes	Yes	Yes	B	3.00 – 3.99
70-79	Average	Yes	Yes	Yes	C	2.00 – 2.99
*60-69	Below Average	Yes	Yes	Yes	D	1.00 – 1.99
0-59	Failing	No	Yes	Yes	F	0.00
I	Incomplete	No	Yes	Yes	I	0.00
W	Withdrawn	No	Yes	No	W	N/A
P	Proficiency	Yes	Yes	No	P	N/A
T	Transfer Credit	Yes	Yes	No	T	N/A
LOA	Leave of Absence	No	No	No	LOA	N/A

\*Medical Assisting Students must earn a 70% (C) or higher to be included in credits earned. Courses completed with a grade lower than a 70% (C) will be included in credits attempted.

*The quality points earned in each course are computed by multiplying the number of credit hours for the course by the final grade achieved. The Grade Point Average (GPA) is computed by adding the quality points earned in all courses during the term and dividing this sum by the total number of credit hours for the term. The Cumulative Grade Point Average (CGPA) is the total quality points divided by the total credit hours for all terms to date. Both GPA's are based only on grade points earned in the present program of training.*

## Grading Policy for Medical Assisting Program

**Grading in the Medical Assisting Program requires successful completion of all psychomotor and affective domain objectives as stated in this catalog and course syllabi.**

Medical Assisting students must satisfactorily complete and pass each skill evaluation with a grade of 70% (C) or higher. Failure to complete or pass ONE OR MORE required skill valuation will result in a competency score of zero (0) for the "Competencies" portion of the course final grade average. Students are required to earn a minimum of 70% to pass Core Courses in their program. Students earning below 70% (C) will be required to retake the course.

Grading policy requirement for successful completion of all psychomotor and affective domain objectives are as stated on the syllabi.

#### Performance Requirement for Core Courses

Students in the Medical Assisting Program are required to earn a minimum of 70% (C) to pass Core courses. Students earning below 70% (C) will be required to retake the course.

#### Skill Level Requirements

**The student must satisfactorily complete and pass each psychomotor and affective skill evaluation with a grade of 70% (C) or better to achieve the competency score.** Failure to complete or pass ONE OR MORE skill evaluation will result in a competency score of zero (0) for the 'Competencies' portion of the final grade average.

Students will practice all clinical skills and apply principles to entry-level competency. A terminal performance objective is a skill that the medical assistant will be required to perform during clinical class time to demonstrate competency. The instructor is responsible for establishing the time needed to compete a skill for the entry-level medical assistant. Procedural instructions are provided in the textbook.

#### Evaluation Methods

Students will be evaluated by the following:

Examinations/Quizzes

Homework

**Competencies (Must complete and pass all competencies)**

Participation

***See course syllabi for specific grading policy for each course.***

#### **CONFIDENTIALITY**

Hamilton Technical College student records are confidential. Transcripts; therefore, are issued only at the written request of the student. Information contained on this transcript is protected by the Family Educational Rights and Privacy Act (FERPA). (20 U.S.C.1232g; 34 CFR Part 99).