



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3245 Assignment and Use of Grades
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Subject: Assignment and Use of Grades

1. PURPOSE

This policy statement establishes guidelines for the assignment and use of grades for credit-bearing courses and programs of study at Northern Pennsylvania Regional College (NPRC).

2. SCOPE AND APPLICABILITY

This policy is applicable to all students enrolled in credit-bearing courses and programs of study at Northern Pennsylvania Regional College (NPRC) and the instructors of those courses and programs.

3. REFERENCES

- 3.1 INDX-0010 Master Policy Index
- 3.2 NPRC-3035 Course Syllabi
- 3.3 NPRC-3220 Standards of Academic Progress for Students
- 3.4 NPRC-3225 Academic Code of Conduct for Students
- 3.5 NPRC-3235 Behavioral Code of Conduct for Students
- 3.6 NPRC-3260 Academic Grievance and Complaint
- 3.7 NPRC-3415 Administrative Withdrawal
- 3.8 NPRC-3420 Academic Leave for Students
- 3.9 NPRC-5010 Retention and Disposal of Records

4. DEFINITIONS

- 4.1 Grade Point Average (GPA) is an indication of a student's academic achievement and is calculated as the total number of quality points received over a given period divided by the total number of credits awarded. The result shall be rounded to the nearest hundredth.
- 4.2 Quality points are the cumulative points used to calculate GPA. Quality points are assigned as follows: Four points for each credit of A; three points for each credit of B; two points for each credit of C; one point for each credit of D; and zero points for each credit of F. Quality points are not assigned to any other grade designations.
- 4.3 Academic Forgiveness is a provision by which a student who has not been enrolled on a full-time or part-time basis in credit-bearing courses at any post-secondary institution for two or more consecutive years may be granted approval for some or all grades of D and/or F earned prior to the period of non-enrollment to be disregarded in calculating the student's overall institutional GPA for graduation only.
- 4.4 The Dean's List is a list of students recognized for academic achievement during a full or full abbreviated academic term by the institution.
- 4.5 Graduation with Honors refers to recognition for overall academic achievement in the completion of the requirements for an associate degree or a certificate of 30 or more credit hours.

5. POLICY

- 5.1 All instructors of credit-bearing course(s) shall assign and submit grades in accordance with this policy statement.
- 5.2 The College shall designate the use of one of the following grade tables for the assignment of grades to each credit-bearing course:
 - 5.2.1 Grading Table 1 shall include the following options for grade assignment:

Letter Grade	Description	Quality Points Per Credit Hour
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Below Average	1.00
F	Failure	0.00
AU	Audit	No points assigned; no credit earned
I	Incomplete	No points assigned; no credit earned
W	Withdrawal	No points assigned; no credit earned

5.2.2 Grading Table 2 shall include the following options for grade assignment:

Letter Grade	Description	Quality Points Per Credit Hour
P	Pass	No points assigned; only credit assigned
F	Fail	No points assigned; no credit earned
I	Incomplete	No points assigned; no credit earned
W	Withdrawal	No points assigned; no credit earned

5.2.3 Grading Table 1 shall be used for all credit-bearing courses with the exception of courses whose instructional interaction is primarily comprised of laboratory, clinical, or activity-based experiences and for which the use of Grading Table 2 is approved by the Vice President of Academic and Student Affairs or designee in advance of the start of registration for a full academic term, full abbreviated academic term, or part of academic term in which the course is scheduled.

5.3 A grade of Administrative Withdrawal or Withdrawal, W, may be assigned for course(s) in which the student is enrolled in the following circumstances:

5.3.1 The student requests and receives approval for a grade of W as outlined in NPRC-3420 Academic Leave for Students.

5.3.2 The student submits a completed request for withdrawal from a course prior to the deadline for withdrawal for the full academic term, full abbreviated academic term, or part of academic term published on the academic calendar.

5.3.3 A grade of Administrative Withdrawal, W, is assigned in alignment with NPRC-3415 Administrative Withdrawal.

5.3.4 A grade or change of grade of Administrative Withdrawal, W, is assigned per application of NPRC-3235 Behavioral Code of Conduct for Students or NPRC-3225 Academic Code of Conduct for Students.

5.4 A grade of Incomplete, I, may be assigned for course(s) in which the student is enrolled in the following circumstances:

5.4.1 The student requests and receives approval for a grade of I as outlined in NPRC-3430 Academic Leave for Students.

5.4.2 Prior to the deadline for submission of grades for the term in which the student is enrolled, a student who has completed most of the course requirements may be assigned a grade of I provided the following criteria is met:

- 5.4.2.1 The student is unable to complete the remaining course requirements due to unforeseen and/or uncontrollable circumstances;
 - 5.4.2.2 The student submits a written notice to the instructor requesting the assignment of a grade of I; and
 - 5.4.2.3 The submitted request is approved by the instructor of the course and the Dean of Curriculum and Instruction. The submitted request must include documentation verifying the reason for the request and documenting the actions necessary for course completion.
- 5.4.3 Prior to the deadline for submission of grades for the term in which the student is enrolled, the Dean of Curriculum and Instruction or the Vice President of Academic and Student Affairs may issue written approval documenting the circumstances surrounding the assignment of a grade of I and the actions required by the instructor or designee and student to complete the course.
- 5.5 The grades earned by a student are determined by the instructor(s) of course(s) in which the student is enrolled in alignment with the criteria outlined in each course syllabus except as provided by the following criteria related to final grades and opportunities for changes:
- 5.5.1 A change of grade due to an error in the evaluative process or in the calculation or submission of a grade by an instructor must be approved by the Dean of Curriculum and Instruction prior to the end of business on the last day of schedule adjustment during the full academic term immediately following the full academic term, full abbreviated academic term, or part of academic term during which the final grade was submitted. For consideration by the Dean of Curriculum and Instruction, documentation is required from the instructor justifying the request for the revision to the final grade.
 - 5.5.2 A change of grade from an I must be approved by the Dean of Curriculum and Instruction or designee prior to the deadline for the submission of grades for the full academic term immediately following the term in which the I was issued. Documentation is required from the instructor confirming that all requirements for course completion have been satisfied and designating the final grade to be assigned.
 - 5.5.3 On the day following the deadline for submission of grades for the full academic term following the term for which a grade of I was assigned, any grade of I for which a change of grade request has not been submitted shall be changed to a grade of F by default.

- 5.5.4 A change of grade assigned per application of NPRC-3260 Academic Grievance and Complaint.
- 5.6 All documented evidence used to determine a student's grade for a course must be maintained by the instructor of the course for one calendar year following the deadline for the submission of grades for the academic term in which the course was offered. Upon request of the Dean of Curriculum and Instruction, the Vice President of Academic and Student Affairs, or a body designated in a proceeding related to NPRC-3260 Academic Grievance and Complaint, any full-time or part-time instructor must make available all documented evidence used in the determination of a student's grade.
- 5.7 If a student earns a grade of D or F for any course completed and repeats the course at NPRC prior to the receipt of a degree or certificate requiring 30 or more credit hours, only the highest grade earned shall be used to calculate the student's overall institutional GPA. All grades earned shall remain on the student's transcript.
- 5.8 Academic Forgiveness is only applicable for meeting the minimum GPA requirement for graduation; does not result in removal of any grades or courses from a student's official transcript; does not result in any actual change to the student's GPA; results in forfeiture of any opportunity for academic recognition, including, but not limited to, graduating with honors; may not be used to meet admission requirements for particular programs or any other academic standards; and may be granted in the following circumstances:
- 5.8.1 The student completes a minimum of 15 credit hours through enrollment at NPRC upon reentry after a minimum period of one year of non-enrollment at any degree-granting post-secondary institution of higher education;
- 5.8.2 The student satisfies all requirements for the degree or certificate sought;
- 5.8.3 The student earns a minimum overall GPA of 2.00 for all courses completed after the period of non-enrollment and for all courses used to satisfy degree or certificate coursework requirements;
- 5.8.4 The courses the student seeks to have disregarded in calculating the student's overall institutional GPA for graduation purposes are not required for completion of the degree or certificate the student seeks;
- 5.8.5 The student submits a written request to the Vice President of Academic and Student Affairs that includes a list of courses for which grades of D or F were earned and which the student seeks to have disregarded in the calculation of the

student's overall institutional GPA to meet minimum GPA required for graduation; and

- 5.8.6 The Vice President of Academic Affairs approves the request submitted by the student with or without modification.
- 5.9 In calculating a student's Grade Point Average (GPA) for each academic term of enrollment and for a student's overall institutional GPA, assigned letter grades earned only through enrollment in credit-bearing courses at NPRC shall be used with the following exceptions:
 - 5.9.1 Grades of W, I, P, and AU shall not be used in the calculation of a student's GPA.
 - 5.9.2 Grades assigned for courses with assigned course numbers less than 100, such as, but not limited to, pre-college-level courses designed for remediation.
 - 5.9.3 Grades for courses which have been repeated through application of 5.7.
 - 5.9.4 Grades for courses for which Academic Forgiveness applies.
- 5.10 To be eligible for graduation with a degree or a certificate, a student must
 - 5.10.1 Successfully complete all coursework required for the degree or certificate sought;
 - 5.10.2 Earn an overall institutional GPA of 2.00 or higher or;
 - 5.10.3 Earn at least 25% of the credit hours required for completion of a certificate or degree through enrollment in NPRC coursework;
 - 5.10.4 Meet any additional specific program requirements provided upon acceptance into a program with selective admission, including, but not limited to, achievement of minimum grades in specified courses, achievement of minimum scores on specified assessments, and demonstration of minimum acceptable performance for specified tasks; and
 - 5.10.5 Submit a completed application for graduation to the Office of the Registrar prior to the published deadline.
- 5.11 To be awarded a status of graduation with honors, a student who meets all eligibility requirements for graduation with a degree or certificate must also earn an overall

institutional GPA of 3.00 or higher and have earned at least 50% of the credit hours required for the certificate or degree sought through enrollment in NPRC coursework.

- 5.12 To be awarded a status of Dean's List for a full or full abbreviated academic term, a student must be in good standing and must successfully complete six or more credit hours of academic coursework with an earned GPA of 3.00 or higher during the term of enrollment.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Students are responsible for monitoring their grades and seeking assistance and advice from the instructors of their courses and from their assigned Student Success Specialist as needed.
- 6.2 Student Success Specialists are responsible for monitoring the progress grades of their assigned students and providing guidance and support as necessary to maximize the student's potential for success.
- 6.3 Faculty are responsible for monitoring the progress of students enrolled in courses they teach and of any students for whom they have assigned advising responsibilities and providing students with the opportunity to discuss their academic progress individually.
- 6.4 Faculty who provide instruction for credit-bearing courses are responsible for conducting a reasonable number and type of assessments of student learning to evaluate a student's achievement and for adhering to the terms of evaluation established within the course syllabus per NPRC-3035 Course Syllabi.
- 6.5 Faculty are responsible for submitting all grades, including required progress grades, using the College's adopted Student Information System in compliance with the deadlines published on the academic calendar.
- 6.6 Faculty are responsible for submitting completed applicable grade change requests to the Dean of Curriculum and Instruction or designee in accordance with this policy statement.
- 6.7 Faculty are responsible for securely retaining all documented evidence used to determine a student's grade for a course for one calendar year following the deadline for the submission of grades for the academic term in which the course was offered and for disposing of this documented evidence upon expiration of the required retention period in a manner compliant with NPRC-5010 Retention and Disposal of Records.
- 6.8 The Dean of Curriculum and Instruction or designee is responsible for the following:

- 6.8.1 Reviewing submitted grade change requests and providing written notice of approval status to the faculty, student, and Office of the Registrar within five business days of receipt of such requests and participating in any resulting appeals process generated by the student per NPRC-3260 Academic Grievance and Complaint;
 - 6.8.2 Monitoring compliance with the timeline for submission of grades and working in cooperation with the faculty and Office of the Registrar to resolve any grading issues; and
 - 6.8.3 Evaluating graduation applications for eligibility for graduation with a degree or a certificate in cooperation with the Office of the Registrar.
- 6.9 The Office of the Registrar is responsible for the following:
- 6.9.1 Maintaining all student grade records, including, but not limited to, documents associated with the assignment of grades of I and W;
 - 6.9.2 Managing the timely submission of grades, including but not limited to, providing reminder notices to faculty in advance of grade submission deadline, and working in cooperation with the Dean of Curriculum and Instruction to resolve grade submission issues;
 - 6.9.3 Evaluating graduation applications for eligibility for graduation with a degree or a certificate in cooperation with the Dean of Curriculum and Instruction and notifying students of the status of their application and of any outstanding requirements for degree or certificate completion;
 - 6.9.4 Providing the list of students to be designated on the Dean's List to appropriate personnel for recognition; and
 - 6.9.5 Providing the list of students to be designated as graduating with honors to appropriate personnel for recognition.
- 6.10 The Vice President of Academic and Student Affairs is responsible for oversight of the assignment and use of grades.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or his designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon

review, the President or President’s designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date

Attachments: None

Distribution: Board of Trustees; regionalcollegepa.org

Revision Notes: Policy in Origination