



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

Policy: NPRC-3245 Assignment and Use of Grades  
Origination: 11-06-2018  
Approved: 12-14-2018  
Effective: 12-14-2018  
Reviewed:04-30-2020  
Last Updated:05-08-2020

## **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.

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all students enrolled in credit-bearing courses and the instructors of those courses.

### **3. REFERENCES**

- 3.1 NPRC 3225 Educational Code of Conduct
- 3.2 NPRC-3260 Academic Grievance and Complaint
- 3.3 NPRC 3415 Administrative Withdrawal
- 3.4 NPRC-3430 Academic Leave for Students
- 3.5 NPRC-3246 Academic Forgiveness

### **4. DEFINITIONS – None**

### **5. POLICY**

- 5.1 The following grades may be assigned:

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	Fail	0.00; no credit earned
P	Pass	No points assigned; credit assigned
AU	Audit	No points assigned; no credit earned
I	Incomplete	No points assigned; no credit earned
TR	Transfer Course or Prior Learning Accepted	No points assigned
W	Withdrawal	No points assigned; no credit earned

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

5.2.1 The student requests and receives approval for a grade of W as outlined in NPRC-3430 Academic Leave for Students or NPRC-3415 Administrative Withdrawal.

5.2.2 The student has submitted a completed request for withdrawal from a course prior to the deadline for withdrawal for the semester.

5.3 A grade of Incomplete, I, 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 I as outlined in NPRC-3430 Academic Leave for Students.

5.3.2 Prior to the deadline for submission of grades for the semester 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:

5.3.2.1 The student is unable to complete the remaining course requirements due to unforeseen and/or uncontrollable circumstances;

5.3.2.2 The student submits a written notice to the instructor requesting the assignment of a grade of I; and

- 5.3.2.3 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.
- 5.3.3 Requirements for courses in which an incomplete grade is assigned must be completed no later than the last day of the following semester. Once all requirements for course completion have been satisfied and the final grade is assigned, instructors must request a change of grade in writing to the Dean of Curriculum and Instruction or designee.
- 5.3.4 Incomplete grades shall be changed to a grade of F by default immediately following the last day of the following semester.
- 5.4 A change of course grade due to instructor error must be submitted in writing by the instructor to the Dean of Curriculum and Instruction with a justification for the request.
- 5.5 All materials 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. 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, instructors must make available all documented evidence used in the determination of a student's grade.
- 5.6 In calculating a student's Grade Point Average (GPA) for each academic term and for a student's overall institutional GPA, assigned letter grades earned through enrollment in credit-bearing courses at NPRC shall be used with the following exceptions:
- 5.6.1 Grades of W, I, P, and AU.
- 5.6.2 Grades assigned for courses with assigned course numbers less than 100
- 5.6.3 Grades for courses which have been repeated.
- 5.6.4 Grades for courses for which Academic Forgiveness applies.
- 5.7 To be awarded a status of Dean's List, a student must be in good standing and have successfully completed six or more credit hours of academic coursework with an earned GPA of 3.00 or higher.
- 5.8 Repeated Grades: Students who earn a grade of D or F for any course may repeat the course at NPRC prior to the receipt of a degree or certificate. All grades earned shall

remain on the student's transcript. The original course grade will be noted with an R next to the original grade (i.e., DR or FR).

- 5.8.1 A repeated course does not result in removal of any grades or courses from a student's official transcript, however, the grade(s) from the initial course is not used in calculating the student's overall GPA. Only the grade from the repeated course is used, regardless if the grade is higher or lower than the original. If student repeat a course more than once, the grade from the most recent course is used.
- 5.8.2 Students may only earn credit for the same course once. The attempt with the lower grade will be excluded from the credit total.
- 5.8.3 The repeated course must be the same course and be retaken for the same number of credits as originally attempted.
- 5.8.4 Students granted academic forgiveness forfeit academic recognition, including, but not limited to, graduating with honors.
- 5.8.5 Students who wish to repeat a course in which they got a grade of C or B may request permission from the Dean of Curriculum and Instruction and provide the justification for the request. The Dean will have up to 10 business days to provide the student with the decision in writing.
- 5.8.6 The policy will not affect other consequences of the original grade, such as not making the Dean's List.
- 5.8.7 Repeated grades cannot be applied to courses in which a student was found responsible for violating NPRC 3225 Educational Code of Conduct.

## **6. RESPONSIBILITIES AND TIMELINES**


- 6.1 The Dean of Curriculum and Instruction or designee is responsible for the following:
  - 6.1.1 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;
  - 6.1.2 Ensuring grades are submitted and working in cooperation with the faculty and Office of the Registrar to resolve any grading issues
- 6.2 The Office of the Registrar is responsible for the following:


6.2.1 Maintaining all student grade records; and

6.2.2 Working in cooperation with the Dean of Curriculum and Instruction to resolve grade submission issues.

6.3 The Vice President of Academic and Student Affairs is responsible for oversight of this policy.

**7. SIGNATURES**

  
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Chair, Board of Trustees

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
President

  
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Date