



## Assignment And Use Of Grades

### 1. PURPOSE

This policy establishes guidelines for the assignment and use of grades for academic courses and programs of study at Northern Pennsylvania Regional College (“NPRC” or the “College”).

### 2. SCOPE AND APPLICABILITY

This policy is applicable to all academic students, referenced as students throughout this policy, faculty who instruct academic courses, and staff with associated logistical or student support responsibilities at NPRC.

### 3. REFERENCES

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key
- 3.4 NPRC-3220: Standards of Academic Progress
- 3.5 NPRC-3260: Student Complaint
- 3.6 PROC-3260-01: Student Complaint
- 3.7 NPRC-3246: Academic Forgiveness
- 3.8 PROC-9345-01: Assignment and Resolution of Incomplete Grade or Grade Change
- 3.9 FORM-9345-01-Incomplete Grade Request
- 3.10 FORM-9345-02: Incomplete Grade Resolution

### 4. DEFINITIONS

- 4.1 An academic student is any individual enrolled in any credit-bearing course(s) of instruction offered by the College.
- 4.2 Quality points are the cumulative points used to calculate GPA. Quality points are assigned to each credit as follows: Four points for A; three points for B; two points for C; one point for D; and zero points for F. Quality points are not assigned to any other grades.

4.3 Grade point average (GPA) is an indication of a student's academic achievement and is calculated as the total number of quality points earned divided by the total number of credit hours for which a grade of A, B, C, D, or F was assigned where the resulting decimal value is rounded to the nearest hundredth.

## 5. POLICY

5.1 The following grades may be assigned in alignment with the guidelines set forth in this policy:

Letter Grade	Description	Quality Points Per Credit Hour	GPA Calculation	Completion Ratio Calculation
A	Excellent	4.00	Included	Included
B	Good	3.00	Included	Included
C	Average	2.00	Included	Included
D	Below Average	1.00	Included	Included
F	Fail	0.00; zero credit hours earned	Included	Included
P	Pass	No points assigned; credit hours earned	Not Included	Included
S	Satisfactory	No points assigned; credit hours earned	Not Included	Included
U	Unsatisfactory	No points assigned; no credit hours earned	Not Included	Included
AU	Audit	No points assigned; no credit hours assigned	Not Included	Not Included
I	Incomplete	No points assigned; no credit hours earned	Not Included	Included
TR	Transfer Course	No points assigned; credit hours earned	Not Included	Included
CX	Credit by Challenge Exam	No points assigned; credit hours earned	Not Included	Included

CP	Credit by Challenge Portfolio	No points assigned; credit hours earned	Not Included	Included
PL	Prior Learning Credit	No points assigned; credit hours earned	Not Included	Included
W	Withdrawal, Administrative Withdrawal, and Institutional Withdrawal	No points assigned; no credit hours earned	Not Included	Included

5.2 The following grading table is used in assigning the final grades indicated:

Course Level	Final Percentage Grade Earned	Letter Grade Assigned
100 and 200	90.0-100.0%	A
100 and 200	80.0-89.9%	B
100 and 200	70.0-79.9%	C
100 and 200	60.0-69.9%	D
100 and 200	0-59.9%	F
100 and 200	60.0-100.0%	P
Pre-100	60.0-100.0%	S
Pre-100	0-59.9%	U
100 and 200	70.0-100.0%	CX
100 and 200	70.0-100.0%	CP

- 5.3 Exceptions to the standards given by the grading table in 5.2 may be granted by the Vice President of Academic Affairs and Accreditation Liaison Officer (VPAA/ALO) for programs of study which are required to meet standards set by outside accreditation accrediting bodies which differ from those established by the College.
- 5.4 A grade of Audit, AU, is assigned to course(s) in which a student enrolls when the student, at the time of enrollment, indicates to the Office of the Registrar that they do not wish to earn credit hours or be held to the grading standards outlined in the syllabus (syllabi) for one or more course(s) in which they enroll.
- 5.5 A grade of Incomplete, I, may be assigned as a final course grade prior to the deadline for submission of grades provided majority of course requirements have been completed in alignment with PROC-9345-01: Assignment and Resolution of Incomplete Grade or Grade Change and given the following criteria:
- 5.5.1 The student is unable to complete course requirements due to an emergency, a personal or family crisis, a personal or family illness, military deployment, or other reason approved by the VPAA/ALO;
  - 5.5.2 The student submits a written notice to the instructor requesting assignment of a grade of I prior to 11:59 p.m. on the last day of the academic term as communicated by the academic calendar;
  - 5.5.3 FORM-9345-01-Incomplete Grade Request is completed and submitted by the instructor or appropriate Academic Director;
  - 5.5.4 The appropriate Academic Director approves the assignment of a grade of I; and
  - 5.5.5 The student and instructor establish a plan and timeline for completion of missing course assignments, exams, or other evaluations.
- 5.6 The appropriate Academic Director may also approve assignment of a grade I at their discretion if the criteria of 5.5 is not met.
- 5.7 The plan and timeline for completing a course with an assigned grade of I must be submitted to the appropriate Academic Director prior to the submission of the request for a change of grade.
- 5.8 Once all requirements for course completion have been satisfied and the final grade is assigned, instructors must request a change of grade by submission of completed FORM-9345-02: Incomplete Grade Resolution.
- 5.9 Requirements for course(s) in which an incomplete grade is/are assigned must be completed no later than the last day of the subsequent academic term, including fall, spring, and summer unless the following criteria is met:
- 5.9.1 A one-term extension may be approved at the discretion of the appropriate Academic Director upon student or instructor request.

- 5.10 Unresolved incomplete grades shall be changed to grades of F by default following the final grade submission deadline for the subsequent term or the second subsequent term for incomplete grades for which extensions were approved.
- 5.11 A request for a change of course grade due to instructor error or due to adjudication of a student complaint in alignment with NPRC-3260: Student Complaint must be submitted by the instructor through PROC-9345-01: Assignment and Resolution of Incomplete Grade or Grade Change.
- 5.12 All grades on assignments, exams, or other evaluative instruments for a course must be maintained within the learning management system for one calendar year following the deadline for the submission of grades. Upon request of an Academic Director, the VPAA/ALO, or a body designated in a proceeding related to NPRC-3260: Student Complaint, instructors must make available all documented evidence used to determine a student's course grade.
- 5.13 Grade Point Average (GPA) for each academic term and overall institutional GPA will be calculated per the following guidelines:
- 5.13.1 Assigned letter grades earned through enrollment in academic courses at NPRC shall be used in accordance with the table provided by 5.1;
  - 5.13.2 Grades for courses for which the D/F Repeat Rule applies will be excluded from GPA calculations as specified in 5.15; and
  - 5.13.3 Grades for courses for which Academic Forgiveness applies in alignment with NPRC-3246: Academic Forgiveness.
- 5.14 Students may repeat any course for which a grade given by the table in 5.1 was assigned in accordance with the following criteria:
- 5.14.1 Except for courses for which the D/F Repeat Rule applies, grades earned through repetition of a course will be treated the same as grades earned through enrollment in courses which are not repeated.
  - 5.14.2 Course may be repeated a maximum of three times unless granted special permission to exceed the maximum by the VPAA/ALO.
  - 5.14.3 Courses for which a grade of A or B was assigned may only be repeated as an audit.
  - 5.14.4 Credit hours earned for a course may only be counted once to satisfy program requirements.
- 5.15 D/F Repeat Rule: 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 under the following conditions:
- 5.15.1 The repeated course must be the same course and be retaken for the same number of credits as the course originally attempted;

- 5.15.2 All attempted course(s) and corresponding grade(s) will remain on the student's transcript with a designation of "R" appended to all grades other than the highest grade assigned to the course;
  - 5.15.3 Course grades with an appended R will not be used in calculating a student's overall institutional GPA or the GPA of a current term of enrollment when applicable;
  - 5.15.4 Course grades with an appended R will be used in calculating a student's completion rate; and
  - 5.15.5 The appending of an R to any course grade does not result in recalculation of term GPAs or reassignment of academic status or progress for previous academic terms of enrollment assigned per application of NPRC-3220: Standards of Academic Progress.
- 5.16 Students granted academic forgiveness forfeit academic recognition, including, but not limited to, graduating with honors. To be awarded Dean's List, a student must be in good standing and have successfully completed six or more credit hours of academic coursework with a term GPA of 3.00 or higher.
- 5.17 As applicable, a note will be added to the student's transcript indicating courses for which academic forgiveness is granted in alignment with NPRC-3246: Academic Forgiveness. The note, applied by the Office of the Registrar, will indicate which course(s) with corresponding grade(s) and credit hour(s) are approved for academic forgiveness and will document the resulting institutional GPA result used in accordance with NPRC-3246: Academic Forgiveness.

## **6. RESPONSIBILITIES AND TIMELINES**

- 6.1 Students with assigned grades of I are responsible for fulfilling the agreed upon plan and timeline for course completion.
- 6.2 Faculty are responsible for
- 6.2.1 Adhering to established deadlines for grade submission, and
  - 6.2.2 Responding to student requests concerning course progress within 72-hours, including requests related to outstanding incomplete grades.
- 6.3 The appropriate Academic Director or VPAA/ALO, as applicable, is responsible for the following:
- 6.3.1 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: Student Complaint and

- 6.3.2 Ensuring grades are submitted in accordance with deadlines per the Academic Calendar by working in cooperation with the faculty and Office of the Registrar to resolve any grading issues.
- 6.4 The Office of the Registrar is responsible for the following:
  - 6.4.1 Maintaining all student grade records, and
  - 6.4.2 Working in cooperation with the appropriate Academic Director or VPAA/ALO to resolve grade submission issues.
- 6.5 The VPAA/ALO is responsible for administration of this policy.

## 7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

## 8. SIGNATURES

*Signature on file*

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Chairperson, Board of Trustees  
*Signature on file*

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Revision Notes: Policy in Revision