

Purpose

To define the grading system of PA College and explain how it is used to document student progress through the curriculum.

Policy Detail

Grading and Grade Point System

Grades describe the student’s level of academic achievement and are reported at the end of each term.

Letter Grade Conversion Chart

Grade	Grade Point	Percentage
A	4.0	94-100
A-	3.7	90-93
B+	3.3	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.3	67-69
D	1.0	64-66
D-	0.7	60-63
F	0.0	<60 or failure to meet course requirements
AU (Audit)	NA	
EW (Excused Withdraw)	NA	
I (Incomplete)	NA	
P (Pass)	NA	
W (Withdraw)	NA	

Grade points are calculated by multiplying the number of credits earned in a class by the numeric equivalent of the letter grade.

Example:

3 credit course x earned grade of B+ (3.3) = 9.9 grade points

The grade point average (GPA) is a comprehensive evaluation of a student’s academic standing. The GPA is calculated by dividing the sum of grade points earned by the total number of credits attempted. The GPA will be rounded to the thousandth place.

Example:

3 credit course x earned grade of B+ (3.3) = 9.9 grade points

5 credit course x earned grade of C+ (2.3) = 11.5 grade points

1 credit course x earned grade of A- (3.7) = 3.7 grade points

3 credit course x earned grade of P (NA) = 0 grade points (credits do not calculate into GPA)

Total grade points/total number of credits = 25.1 grade points/9 credits = 2.79 GPA

Definitions of Grading Terms

A. Audit (“AU”)

A person may elect to audit a course without receiving a grade in the class. Refer to [Policy 1.0.4 Course Auditing](#) for additional information.

B. Incomplete (“I”)

A temporary grade of Incomplete (“I”) is given at the end of the term to a student who, for a reason judged acceptable by the instructor and AVP of Academic Affairs, has not been able to complete the required coursework by the end of the course. A grade of “Incomplete” is acceptable if the student has completed the majority of the coursework and when the reasons for not completing the remainder of the work are out of the students control such as illness or other significant life event. At the end of the term, the student, instructor and AVP of Academic Affairs must complete the [Grade of Incomplete Agreement](#) and file it with the Office of the Registrar. The course instructor will determine the length of time a student has to complete the coursework. This time limit shall not exceed four weeks past the last day of the course as printed on the academic calendar or accelerated program schedule. The instructor has one week after the deadline for coursework completion to submit the final grade. If a grade is not submitted, the grade awarded will automatically convert to “F” (Fail). The final grade will be calculated based on the coursework completed by the deadline established on the [Grade of Incomplete Agreement](#).

C. Pass/Fail (“P”/“F”)

Only courses designated as Pass/Fail may be taken as Pass/Fail. If a student successfully completes the course requirements as specified in the course syllabus, the grade “P” (Pass) and the appropriate credit will be recorded on the transcript. For students who do not successfully complete course requirements as specified in the course syllabus, the grade “F” (Fail) will be recorded, the student will earn no credit toward the program of study and the “F” will be computed into the grade point average.

D. Withdrawal from a Course (“W”)

During a specific time frame as outlined in [Policy 2.8.1 Changes in Registration](#), a student may withdraw from a class and have a “W” recorded on the transcript. The grade “W” is considered an unsuccessful course attempt that may have both financial and academic implications. The student is strongly encouraged to seek the assistance of their Academic Advisor prior to withdrawing from a course.

E. Excused Withdrawal (“EW”)

An Excused Withdrawal request will be considered in a case of serious illness, injury or family tragedy, or other emergent situation that prevents a student from continuing in a course(s) and other arrangements or an incomplete from the instructor is not applicable.

Approval of an excused withdrawal request would exclude those courses from being calculated into academic progress. The courses will appear on the transcript as EW. Excused withdrawals are subject to financial policies. The student will complete the [Excused Withdrawal Request Form](#) and supply appropriate supporting documentation as outlined.

Grade Changes

Students are responsible for reviewing the official grade as soon as it is available. Changes may only be made by the course faculty issuing the grade.

A grade appeal is initiated when a student believes an error has occurred in the grading process. Appeals are not considered for grades resulting from failure to withdraw, nor are appeals heard in order to re-grade assignments or change grades on an exam.

Informal Resolutions

Students who believe they have received a grade in error should informally meet with the instructor to determine if an error has occurred. If the instructor has erred in submitting the grade, the instructor will correct the grade with the Office of the Registrar. If the error occurred due to a clerical error in the Office of the Registrar, the instructor should request that the grade be corrected.

Formal Grade Appeal Process

If discussions with the course instructor do not resolve the issue, the student may submit a [Student Grade Appeal Petition Form](#) to the instructor. This form must be submitted no later than five (5) business days after the grade is posted. The instructor must respond within three (3) business days.

If the grade appeal remains unresolved, the student may submit a written appeal within three (3) business days to the respective Program Director. The Program Director must respond within three (3) business days.

After Program Director review, unresolved grade appeals may be forwarded to the respective Dean or Associate Vice President of Academic Affairs within three (3) business days of the response by the Program Director for consideration. The Dean/Associate Vice President of Academic Affairs will respond within three (3) business days with a final decision.

References:

- [Policy 1.0.4 Course Auditing](#)
- [Policy 2.8.1 Changes in Registration](#)
- [Excused Withdrawal Request Form](#)
- [Grade of Incomplete Agreement](#)
- [Student Grade Appeal Petition Form](#)

Audience:	Students, Faculty
Date Issued:	11/21/00
Date Approved by Faculty:	11/21/00, 11/29/07
Date Revised:	01/09/07, 11/14/07, 01/23/08, 02/19/09, 06/15/09, 01/20/10, 04/25/11, 01/23/12, 01/28/13, 05/20/13, 01/27/14, 06/10/14, 01/26/15, 02/01/16, 02/22/16, 02/27/17, 05/22/17, 08/28/17, 01/22/18, 07/12/18, 01/28/19, 02/25/19, 03/18/19, 05/20/19, 01/27/20, 07/30/20
Date Reviewed:	01/09/07, 11/14/07, 01/23/08, 02/19/09, 06/15/09, 01/20/10, 04/25/11, 01/23/12, 01/28/13, 05/20/13, 01/27/14, 06/10/14, 01/26/15, 02/01/16, 02/22/16, 02/27/17, 05/22/17, 08/28/17, 01/22/18, 01/28/19, 02/25/19, 03/18/19, 05/20/19, 01/27/20, 07/30/20
Owner:	Registrar

