

Pennsylvania College of Technology

Policy Statement

Title: Grading System and Grade-Point Average **Number:** P 4.37

Approved by:
Presidential Action

Approved Date: 09/1983
Implementation Date: 09/1983
Last Review Date: 08/2024
Last Revision Date: 08/2024

Persons/Departments Affected:
All Students and Faculty

Responsible Department:
Academic Affairs

Definitions:

Enrollment: major(s) that a student has enrolled in.

Degree progress audit: visual representation of student's progression toward enrollment completion.

Cumulative enrollment grade-point average: grade-point average calculated from the time the student entered the enrollment and all courses that apply from prior enrollments.

Major course grade-point average: grade-point average calculated from courses designated as a major course requirement in the degree progress audit.

Policy:

- I. The College uses the following system of grading based on a 4.0 system to indicate the quality of students' work. In addition to the cumulative enrollment grade-point average, each one of the academic majors designates specific courses that determine the student's major course grade-point average.

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
T	Administrative Termination	-
W	Withdrawn	-

I	Incomplete	-
R	Repeated	-
AU	Audit	-
S	Satisfactory/Pass	-
U	Unsatisfactory/Fail	-

- II. In cases where accreditation requirements, certification requirements, or discipline preparation demands minimum academic standards, a department may, with the approval of the school dean and Vice President for Academic Affairs & Provost, adopt an alternate grading scale of 'A', 'B', 'C', and 'F.'
- III. Incomplete, or 'I' grades, are issued to the student when, in the opinion of the faculty member, satisfactory completion of the course can be accomplished on the student's own time without repeating the course. The Incomplete Contract for completion is between the instructor and the student with a copy maintained in the instructor's school office. That agreement may not extend more than one calendar year. Effective Summer 2024, the faculty member must submit a formal grade change by the expiration date of the Incomplete Contract or the grade will be changed to an 'F.' 'I' grades issued before Summer 2024 will remain as an 'I' grade until a formal grade change is submitted by the faculty member.
- IV. Satisfactory 'S' and Unsatisfactory 'U' grades are final grade options that are restricted to work-based courses. These courses include, but are not limited to, internship, clinical, practicum, and fieldwork courses. A student passing will be recorded as satisfactory (S) and a failure will be recorded as unsatisfactory (U). These grades carry no value in grade-point average calculations.
- V. Withdrawn, or 'W' grades, are issued when a student-initiated drop of a course occurs between the 20% and 80% point of the course or when the instructor withdraws the student for absenteeism. 'W' grades will not replace an 'F' or 'T' grade already issued by the College.
- VI. Administrative terminations, or 'T' grades, are issued when a student is administratively removed from a course because of disciplinary action. This grade is issued by the College through the Dean of Students or Vice President for Academic Affairs & Provost, or designee.
- VII. Repeated, or 'R' grades, are issued when a student repeats a course. The lower grade will be changed to an 'R' and will carry no value in the cumulative enrollment grade-point average. Semester grade-point averages, however, are permanent and are not recalculated.
- VIII. Audit, or 'AU' grades, are issued when a student has received permission from the instructor and from the Vice President for Academic Affairs & Provost, or designee, to enroll in a course as an audit. The 'AU' carries no value in grade-point average calculations.

- IX. Courses that will be calculated in the cumulative enrollment grade-point average are all courses taken by the student or used in the student's most recent major(s). Only grades of 'A', 'B,' 'C,' 'D,' or 'F' are used in the calculation of the cumulative enrollment grade-point average.
- X. Credits received by nontraditional credit or external transfer are used to determine graduation requirements but are not used in the calculation of a grade-point average.
- XI. Courses that are designated as "major" courses, in the program development, are calculated using the same formula as the cumulative enrollment grade-point average. The grade-point average of major courses can be required as criteria for remaining enrolled in certain majors.

Revision History:

- Date: 08/2024 Update to Incomplete Contract language and changes in terminology due to student information system conversion.
- Date: 08/2020 Minor edits; update to titles.
- Date: 08/2018 Revised to include provost permission for alternate grading scales.
- Date: 12/2016 Minor edit to clarify that graduation GPA includes all courses that that apply to the current major, not only those that were taken while enrolled in that major.
- Date: 10/2014 Clarified language relating to repeated grades and the result on GPA.
- Date: 02/2012 Editorial changes; added section describing two GPA types (formally existed in related Procedure 4.37)
- Date: 06/2004; 12/2001; 06/1989

Cross References:

- Grading System and Grade-Point Average Procedure, [PR 4.37](#)