

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Grading System and Grade-Point Average      **Number:** PR 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.

### Procedure:

- I. Grading System
  - A. Faculty members will, at the conclusion of each course, submit one of the following grades to indicate the quality of work a student has achieved in a course: 'A,' 'B,' 'C,' 'D,' 'F,' 'S,' 'U,' or 'I.'
  - B. Incomplete Grades
    1. Student may request an 'I' (incomplete) grade from the faculty member based on needs like illness, accident, or extenuating circumstances. Alternatively, a faculty member can choose to offer an incomplete grade based on knowledge of an extenuating circumstance.

2. If the faculty member grants an 'I' grade, an Incomplete Contract Form is completed, outlining the specific requirements to complete the course as well as the grade that will be issued if the student fails to meet those requirements. The completed form is signed by the student and instructor.
3. The instructor forwards the completed form to the dean, or designee, for review and signature.
4. At the conclusion of the semester, the school offices will provide copies of all Incomplete Contracts to the Registrar to become part of the student's permanent record.
5. Upon student completion of the terms of the Incomplete Contract or upon the expiration of the contract, the instructor will submit a Grade Change Form to the Registrar's Office, indicating the appropriate grade for the course. This grade will be either the grade earned by completing the coursework or, if the student fails to complete the requirements, the grade indicated on the Incomplete Contract. If a Grade Change Form is not submitted, the grade will be changed to an 'F.'
6. The Registrar's Office will make appropriate changes to the student's transcript and place the Grade Change Form in the student's permanent record.

## II. Grade-Point Average

- A. The cumulative enrollment grade-point average (GPA) is derived by completing the following steps:
  1. Find the total number of registered credits (exclude courses with grades of 'W,' 'S,' 'U,' 'R,' 'I,' 'T,' or 'AU').
  2. Calculate the earned grade points. Multiply grade points by number of credits for each course. (An 'A' in ENL 111 would yield 12 grade points, since an 'A' = 4 grade points and the course is worth 3 credits.)
  3. Add all grade points.
  4. Divide total grade points by total of all registered credits.

- B. If a student repeats a course at the College and receives a higher grade, only the higher grade is used in calculating the student's cumulative enrollment grade-point average moving forward.
  
- C. If a student repeats an equivalent course at another institution and transfers it back to Penn College, the student receives only the credits for the course per the Transfer Credit Policy, [P 4.34](#). Therefore, the previous attempt's grade will be negated in the cumulative enrollment grade-point average moving forward, but the grade earned in the transfer course will not be used in the calculation.

**Revision History:**

- Date: 08/2024 Update to Incomplete Contract language and changes in terminology due to student information system conversion.
- Date: 08/2020 Minor style edits
- Date: 10/2015 Clarified the process related to incomplete ('I') grades, including the ability for the process to be initiated by student or faculty and the inclusion of incomplete contracts in students' permanent records.
- Date: 10/2014 Added language to explain the impact of courses repeated at another institution.
- Date: 02/2012 Added "S" and "U" grades to list of possible grades; changed "P" grade to "U" grade in list of those excluded from cumulative grade point average calculation; moved definition of grade point averages to related Policy 4.37.
- Date: 12/2001

**Cross References:**

- Grading System and Grade-Point Average Policy, [P 4.37](#)
- Transfer Credit Policy, [P 4.34](#)