



Policy AC019: Grading

Recommended for Approval by: Scott E. Miller, Senior VP for Academic Affairs and Provost

Approved by: Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

To define the grading scale and system for courses offered at Pennsylvania Western University.

B. Definition(s)

None.

C. Policy

The University recognizes that faculty members have academic freedom in the classroom in discussing their disciplines.

Faculty are strongly encouraged to administer at least one graded assessment and report results to students before the end of the third week of the semester and are encouraged to administer a sufficient number and variety of evaluative measures throughout the semester to arrive at a just and accurate appraisal of student performance. Faculty shall provide students with timely feedback on the evaluation measures submitted, consistent with expectations expressed in the course syllabus.

Midterm grades are to be reported by the faculty in the fall and spring semester, whether courses are offered for the full length of the semester or during an accelerated time period (e.g., 7.5 weeks). Faculty are encouraged to provide midterm grades for all students, but grades earned as of midterm must be reported for undergraduate students earning grades of "C" or below, and graduate students earning grades "B" or below. Registered students who have ceased attending are to be assigned a grade as of the last date of attendance or best determined participation; in this case, last date of attendance is also to be reported.

If a faculty member has concerns regarding student performance, particularly prior to midterm, they are encouraged to contact the Center for Student Success and Outreach regarding those concerns through the PennWest student retention support software or other means.

In order to be compliant with necessary semester credit hour requirements, a final examination or other appropriate academic experience must take place during the scheduled time during Finals Week. Faculty shall submit final grades by the dates set by the registrar. All grades of "F" and "U" will require the last date of attendance to be recorded to remain in compliance with Federal

Financial Aid regulations.

The grading system for undergraduate and graduate students is shown below. A faculty member in a given course may determine what level of performance constitutes a given letter grade value.

Undergraduate		Graduate	
Grade	Grade Points	Grade	Grade Points
A (Work of Exceptional Quality)	4.00	A (Excellent)	4.00
A-	3.67	A-	3.67
B+	3.33	B+	3.33
B (Superior or Meritorious Work)	3.00	B (Good)	3.00
B-	2.67	B-	2.67
C+	2.33	C+	2.33
C (Satisfactory work that indicates good quality in daily recitation, assignments and examinations)	2.00	C (Unsatisfactory)	2.00
C-	1.67	C-	1.67
D+	1.33		
D (Work that is below average or less than satisfactory)	1.00		
D-	0.67		
F (Failure; the course work is unsatisfactory and must be repeated to remove the resultant quality point deficiency)	0.00	F (Failing)	0.00
M = Military Withdrawal		M = Military Withdrawal	
I = Incomplete		I = Incomplete	
		IP = In Progress	
W = Withdrawal		W = Withdrawal	
AU = Audit		AU = Audit	
S = Satisfactory		S = Satisfactory	
U = Unsatisfactory		U = Unsatisfactory	
CR = Credit		CR = Credit	
NC = No Credit		NC = No Credit	
NR = Not Reported		NR = Not Reported	
TA = Transfer A			
TB = Transfer B			
TC = Transfer C			
TD = Transfer D			

D. Procedure(s)

1. Each instructor shall explain their grading procedure at the start of the course and in the course syllabus.
2. Prior to midterm reporting, each instructor shall evaluate his/her students.
3. Each instructor will post a formal midterm grade for each of their students through the PennWest faculty portal by the date set by the registrar, per the midterm reporting requirements of this policy.
4. Each instructor will post a final grade for each of their students through the PennWest faculty portal by the date set by the registrar.

E. Related policies

Academic Standing – Graduate Students (AC007)

Academic Standing – Undergraduate Students (AC006)

Auditing a Course Policy (AC012)

Course Syllabus Policy (AC002)

Course Withdrawal Policy (AC046)

Earning Course Credit by Examination or Evaluation Policy (AC015)

Finals Week Policy (AC031)

Grade Appeal Policy (AC022)

Incomplete Grade Policy (AC020)

Repeating a Course Policy (AC032)

Satisfactory-Unsatisfactory Grade Policy (AC021)

Transfer Credit Policy (AC034)

University Withdrawal Policy (AC035)

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.