

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: 08/2020
Last Revision Date: 08/2020

Persons/Departments Affected:
All students

Responsible Department:
Academic Affairs

Policy:

- I. The College uses the following system of grading based on a 4.0 system to indicate the quality of the student's work. In addition to the graduation grade-point average, each one of the academic majors designates specific courses that determine the student's major 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W	Withdrawn	-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 and Provost, adopt an alternate grading scale of 'A', 'B', 'C', 'F'.

- III. Other annotations in the grade column of the transcript and the catalog profile do not impact the student's permanent transcript but should be understood. Those are:

FC	Future Course – indicates that the student has scheduled a course which has not begun.
CP	Course in Progress – indicates that a student has scheduled a course, and the course has begun.
UT	Unofficial Transcript – indicates an unofficial external transcript is on file, but the final official transcript has not been received.
EXTRANS	External Course Approved – indicates an official transcript was received, and credits were posted to the transcript.

- IV. 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 contract for completion is between the instructor and the student with a copy in the instructor’s school office. That agreement may not extend more than one calendar year. A formal grade change must be submitted within a year by the faculty member or the ‘I’ grade will remain on the student’s transcript and the student will be required to retake the course.
- V. 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 (S) satisfactory and a fail will be recorded as (U) unsatisfactory. These grades carry no value in the graduation grade-point average.
- VI. 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.
- VII. 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 chief student affairs officer or Vice President for Academic Affairs and Provost, or designee.
- VIII. 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 graduation grade-point average. Semester grade-point averages, however, are permanent and are not recalculated.
- IX. Audit, or ‘AU’ grades, are issued when a student has received permission from the instructor and from the Vice President for Academic Affairs and Provost or designee to enroll into a course as an audit. The ‘AU’ carries no value in the graduation grade-point average.

- X. Courses that will be calculated in the graduation 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 graduation grade-point average.
- XI. The College transcript has two grade-point averages. One is the major GPA, which calculates only the courses designated as "major" courses. The other grade-point average is the graduation GPA, which, in a given semester, includes all courses fulfilling requirements of the student's current major(s).
- XII. 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.
- XIII. Courses that are designated as "major" courses, in the program development, are calculated using the same formula as the graduation grade-point average. The grade-point average of major courses can be required as criteria for remaining enrolled in certain majors.

Revision History:

- Date: 08/2020 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](#)