Grading Policy

Date Effective: Fall 2020
Issued By: Faculty Senate
Contact: Registrar’s Office, 814-393-2229

A. Purpose:
   To describe the grading scale/system for undergraduate and graduate courses.

B. Policy:
   Faculty will submit grades online through their MyClarion Faculty Center. The grade
deadline for Fall, Spring and Summer Session grades is Noon (EST) on the Wednesday after
the last exam day. Winter Intersession grades are due at Noon (EST) two to five days after
the session ends depending on the last day of the session.

   When reporting an ‘F’ grade for a student, faculty must submit a fail reason. The fail reason
indicates whether the ‘F’ was based on performance or due to lack of attendance (ie. never
attended, stopped before/after the 60% point in the semester). This information is used for
financial aid purposes to determine whether Title IV monies need returned to the federal
government.

   Faculty must grade all students in their courses even if the student did not attend. If the
faculty member does not submit a grade for a student, a temporary “Z” grade will be
assigned. The “Z” grade will revert to an “F” grade if a grade is not turned in before the end
of the next subsequent semester.

   The grading system for undergraduate and graduate courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>I*</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0.0</td>
</tr>
</tbody>
</table>
W  Class withdrawal
WX  Withdrawal from University
CR  Credit
CX  Credit-by-exam
AU  Audit
NCR  No Credit***
P  Pass
PC  Pass C grade or higher
Z**  Grade unknown (Temporary)

* Prior to 2013, E was the symbol for failure.
**Becomes an F after one semester if not completed.
***The grade of NCR is a non-punitive grade used in unique situations where a semester is disrupted (e.g. natural disaster, pandemic, etc.). When use of this grade is invoked, it will be issued in place of the ‘F’ letter grade for a student who does not successfully complete the requirements for a course. Course credits will be counted as attempted credits, but no credit is earned and hours taken will not enter into the computation of the student’s GPA.

Last updated 11-14-16
Updated 10-22-2020