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:

Grade	Significance	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0
I*	Incomplete	0.0
IP	In Progress (Graduate Thesis)	0.0

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