



Kutztown University Policy ACA-048

Course Grading – Undergraduate Students

A. Purpose

The purpose of this policy is to define the course grading system for undergraduate students.

B. Scope

This policy applies to grades given for undergraduate courses.

C. Key words and phrases

GPA: grade point average.

F (earned failing grade): The grade awarded to students who generally completed the course but failed to achieve the course objectives. It is used when, in the informed opinion of the instructor, completed assignments or course activities or both were sufficient to make normal evaluation of academic performance possible.*

FN (unearned failing grade): The grade awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the term. It is used when, in the informed opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.*

FA (failing grade): A grade awarded to students who select the pass/fail option. No credit hours are recorded and there is no effect on the GPA; see Policy ACA-013 Pass/Fail Grading – Undergraduate Students for requirements.

PA (passing grade): A grade awarded to students who select the pass/fail option. Credit hours are recorded but not used in GPA calculation; see Policy ACA-013 Pass/Fail Grading – Undergraduate Students for requirements.

S (satisfactory grade)

U (unsatisfactory grade)

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NG (no grade reported): Beginning Fall 2012, an “NG” grade will no longer calculate as an “F” grade in the GPA.

NC (no credit): No credit hours are recorded and there is no effect on the GPA.

W (withdrawn): No effect on the GPA.

M (military withdrawal): No effect on the GPA.

I (incomplete grade): The grade awarded to students who have not satisfied all requirements of a given course. Beginning Fall 2012, an “I” grade will no longer count as an “F” grade in the GPA. For undergraduate students, all deficiencies must be removed by the end of the tenth week of the next semester. If this requirement is not met, the “I” grade automatically changes to an “F” grade.

*Under Title IV of the Higher Education Act of 1965, the awarding of Federal student aid is based on the assumption that students will attend school for the entire period for which financial aid is awarded. A university is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance.

D. Policy & Procedure(s)

The system of grading used at Kutztown University through Fall 2010 was:

A - excellent; B - above average; C - average; D - below average; F - failure; I - incomplete.

The system of grading used at Kutztown University from Spring 2011 through Summer 2017 was:

A (4.0); A- (3.67); B+ (3.33); B (3.0); B- (2.67); C+ (2.33); C (2.0); D (1.0); F (0.0)

The system of grading used at Kutztown University from Fall 2017 through Summer 2023 was:

A (4.0); A- (3.67); B+ (3.33); B (3.0); B- (2.67); C+ (2.33); C (2.0); D (1.0); F (0.0); FN (0.0); FA; PA; S; U; NG; NC; W; M; I

Beginning Fall 2023, the system of grading is as follows:

A (4.0)
 A- (3.67)
 B+ (3.33)
 B (3.0)
 B- (2.67)
 C+ (2.33)
 C (2.0)
 D+ (1.33)
 D (1.0)
 F (0.0)

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FN (0.0)
FA
PA
S
U
NG
NC
W
M
I

Please note:

- There is no A+, C-, or D-.
- Undergraduate students taking a course for graduate credit are graded according to ACA 091: Course Grading – Graduate Students

E. Effective Date

1994
Fall 2017
Fall 2023

F. Approved By

University Senate - 1994
University President – 1994
Endorsed by University Senate – May 4, 2017
Approved by University President – June 27, 2017
University Senate – April 6, 2023

G. Last Reviewed

March, 2009
August, 2009
August, 2010
June, 2011
August, 2012
August, 2013
August, 2014
August, 2015
August, 2016
August, 2017
August, 2018
August, 2019
August, 2020