Kutztown University Policy ACA-091

Course Grading – Graduate Students

A. Purpose

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

B. Scope

This policy applies to grades given for graduate courses.

C. Key words and phrases:

CGPA: cumulative grade point average.

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 objectives 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*.

PA (passing grade): A grade awarded to students who have successfully completed the requirements of the course in which a letter grade is not appropriate. This grade is equivalent to a "B" or better. Credit hours are recorded but not used in the CGPA calculation. (See Policy ACA-088 Pass/Fail Grading – Graduate Students.)

FA (failing grade): A grade awarded to students for unsatisfactory completion of course requirements in a course in which a letter grade is not appropriate. This grade is equivalent to a "B-" or lower. No credit hours are recorded, and there is no effect on the CGPA. (See Policy ACA-088 Pass/Fail Grading – Graduate Students.)

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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 no effect on the GPA.

W (withdrawn): No effect on the GPA.

M (military withdrawal)

I (incomplete grade): The grade awarded to students who have not satisfied all requirements of a given course. An "I" grade is not used in the GPA calculation. Graduate students receiving a grade of "I" in a graduate course have one calendar year from the date of the end of that semester to complete missing assignments or requirements that resulted in the incomplete. With the exception of the graduate thesis course, all graduate grades of "I" are converted to grades of "F" if not changed within the grace period of one year. It is the sole responsibility of the student to address all matters concerning the change of the incomplete "I" grade. A conversion grade of "F" is computed in the GPA exactly as a regular "F."

*Under Title IV of the Higher Education Act of 1965, the awarding of Federal student aid assumes 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.

Note: Graduate students must have a cumulative GPA of at least 3.00 to apply for candidacy and to graduate.

D. Policy & Procedure(s)

The system of grading at Kutztown University for graduate students is as follows:

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

PA (passing grade)   FA (failing grade)   I (incomplete)   NG (no grade reported)

NC (no credit)   W (withdrawn)   M (military withdrawal)

E. Effective Date

Spring 2019

F. Approved By

Endorsed by University Senate – November 6, 2018
Approved by University President – May 28, 2019

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G. Last Reviewed

August, 2019
August, 2020