



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Grading System

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

Previous Policy: Grading (IAP 27)

1. Purpose

Commonwealth University establishes the following grading system for courses.

2. Scope

All Commonwealth University of Pennsylvania undergraduate and graduate courses.

3. Definitions, Roles and Responsibilities

3.1. Definitions

- 3.1.1. **Grade Point Average:** GPA is calculated by multiplying the number of semester hours for each course by the number of quality points for the grade in the course and adding the products; then dividing the sum obtained in the first step by the total number of semester hours represented by the courses.

3.2. Roles and Responsibilities

- 3.2.1. Instructors assign the grade that matches the level of performance the student achieved in the course.
- 3.2.2. The Registrar's Office reports the assigned grade on the student's transcript.

4. Policy



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- 4.1. The university maintains that the course instructor has the academic freedom to assign a grade that matches the level of performance the student achieved in the course.
- 4.2. Instructors must provide the criteria for assessing student performance, especially explaining how final grades are calculated, in the course syllabus during the first week of classes.
- 4.3. The grading system is:

Grade Symbol	Description	Quality Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
F	Failure	0.00
Other grade symbols that are not assigned quality points		
W	Withdrawal	
I	Incomplete	
AU	Audit	
P	Passed	
F	Failed	
S	Satisfactory	
U	Unsatisfactory	
R	Research in progress	



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X	No grade reported	
EX	Exam	
M	Military Withdrawal	
TA	Transfer A	
TA-	Transfer A-	
TB+	Transfer B+	
TB	Transfer B	
TB-	Transfer B-	
TC+	Transfer C+	
TC	Transfer C	
TC-	Transfer C-	
TD+	Transfer D+	
TD	Transfer D	
TD-	Transfer D-	

- 4.4. Grade point average is used by the university to judge student academic performance.
- 4.5. A semester GPA is computed by including only the course of a single semester. The cumulative GPA is computed by including all courses taken to date at Commonwealth University.
- 4.6. If a course has been repeated, the credits are counted only once in the computation. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. If a course is successfully repeated at another institution and transferred back to Commonwealth University, the credits for the course initially taken at Commonwealth University are removed from the GPA computation.

5. Procedures, Standards, and Guidelines

- 5.1 [Procedures, standards, and guidelines may be issued, revised or rescinded by the President (or designee). Links to forms, procedure instructions, etc. may be linked here.]

6. Compliance and Enforcement



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- 6.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2. All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

7.1. Supporting Documents

7.1.1. [Include title of supporting documentation here.] [Link](#)

7.2. History

7.2.1. [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]

7.2.2. Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

7.2.3. Revised - [Date of Revision]

7.2.4. Next Review Date - [Date of Revision]

7.3. Related Policies - [Reference related policies]

7.4. Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]