

# Policy and Procedure

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**Subject:** Grade and Credit System

**Authorities:** MNSCU Policy and procedures; 3.15, 3.15.1 2.91

**Purpose:** The purpose of this policy is to outline a process where student learning is documented by means of letter grade. Each grade carries “quality points” which are used in computing a student’s cumulative “grade point average” (GPA). Academic achievement, which reflects competency, are recorded in letter grades at the end of each semester or summer term for all course work for which credit is granted. The credit hours attempted and quality points attained are entered into the computation of a student’s cumulative grade point average. This policy also defines notations found on the student transcript and procedures to clarify processes.

**Policy:** The grading system for the College is as follows:

## Grade Points

A = 4.00

A- = 3.67

B+ = 3.33

B = 3.00

B- = 2.67

C+ = 2.33

C = 2.00

C- = 1.67

D+ = 1.33

D = 1.00

D- = 0.66

F = 0.00

FN = 0.00

**Cumulative Grade Point Average (GPA)** - A student's GPA is the quotient obtained by dividing the total number of quality points earned by the total number of semester credit hours attempted. The GPA is computed at the end of each semester and is reported with the grades to the student. All grades A through FN earned each semester are utilized in determining the student's GPA.

**NC – No Credit:** The notation of NC is assigned for unsatisfactory achievement of established outcomes (equivalent to below a “C”) in a course where the satisfactory grade is “P”. This grade is not calculated in the GPA but counts toward credits attempted and overall completion percentage

**P – Pass:** The grade of ‘P’ is assigned for satisfactory achievement equivalent to (C) or above in a course. This grade is suitable for transfer, but it is not computed in the GPA, but counts toward credit completion.

**I – Incomplete:** The grade of incomplete ‘I’ is assigned temporarily at the discretion of the instructor when extenuating and unforeseen circumstances prevent course completion. An ‘I’ grade that has not been converted to a letter grade “A-F” by the end of the eighth week of the next term (excluding summer semester) is recorded as an ‘F’ grade by the Registrar. Incomplete grades are counted as attempted credits and calculated in the cumulative credit completion percentage for satisfactory academic progress.

**AU – Audit:** The notation of ‘AU’ is assigned when a student elects to take an academic course but not receive college credit. Audit courses do not apply toward GPA, credit completion and/or graduation requirements. Audit enrollment is dependent on available seats and instructor's approval.

**W** –The notation of “W” will be assigned when a student is withdrawn from a course. Student initiated withdrawal from a course must be declared after the fifth day of the semester, but not later than the 80% point of the class. Students participating in PSEO may have a different W date per Minnesota Department of Education and state legislation. Under special circumstances, the college may withdraw a student from a course. This action will take place no later than the deadline for student initiated withdrawal and the student will be notified of the action. A ‘W’ is recorded for the grade on the student's permanent record and is not computed in the GPA, but are counted as attempted credits and are calculated in the cumulative credit completion percentage for satisfactory academic progress.

**FN – Failure Non-Attendance:** This grade is awarded to a student who never attended the course and did not officially drop or withdraw from the course. This grade calculates the same as an “F” grade for both GPA and cumulative credit completion percentage for satisfactory academic progress.

**Z**– In-Progress: The notation of ‘Z’ denotes a course in progress. The instructor submits the appropriate letter grades for each ‘Z’ upon completion of the course.

**R – Repeat:** The notation of “R” is added to a standard letter grade for a credit course retaken. The course grades remain on the transcript with the grade calculations suspended for the previous grade(s), thus it is not be computed in the GPA. All repeated courses are counted in the cumulative credit completion rate for satisfactory academic progress.. Any course may be repeated and no limit is placed on the number of times a course may be repeated. A student may not be permitted to receive financial aid for more than one repetition of a previously passed course. PSEO funding will not pay for a “repeated” course.

**CR – Credit by Examination:** The grade ‘CR’ is assigned when a student satisfies the course requirements through established assessments or demonstrated competence as determined by the instructor. Not all courses are eligible for Credit by Examination and the grade of ‘CR’ is not computed in the GPA. See policy 228.

**EX – Experiential and Non-Academic Learning Credit:** The grade of ‘EX’ is assigned when a student satisfies the course requirements through documentation of prior learning as determined by the instructor. Not all courses are eligible for Experiential Learning Credit. . And the grade of ‘EX’ is not computed in the GPA or credit completion ratio. See policy 217R.

**Responsibilities:** It is the responsibility of the faculty and Registrar to insure an orderly and expeditious process for implementation of this policy. It is the responsibility of the Registrar to perform grade conversions to Pine Technical College's marking system for international students' entrance and transfer requirements.

**Dissemination:** Employee Handbook, Student Handbook, PTC Catalog, Website and Intranet.

**Reviewed by Campus Roundtable:** 04/07/2014

**Reviewed by Faculty Senate:** 9/12/01, 4/9/03, 5/7/03, 1/16/04

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**Approved:** \_\_\_\_\_ **Date:** 04/07/2014  
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