



# California University of Pennsylvania

## Graduate School POLICY: Grades and GPA

### A. Purpose & Scope

To define the grades available in graduate courses and the mathematical method of determining grade point average.

### B. Definition(s)

### C. Policy

Plus/minus grade are standard for all graduate courses unless otherwise approved by the School of Graduate Studies and Research. Faculty members are encouraged to utilize pluses and minuses, but their use is not required. The grades and points for each grade are listed below.

<u>Grade</u>	<u>Points</u>	<u>Notes</u>
A.....	4.00	
A- .....	3.67	
B+.....	3.33	
B.....	3.00	
B-.....	2.67	
C+.....	2.33	
C.....	2.00	
F .....	0.00	.....Fail
I .....	NA	.....Incomplete
I-F.....	0.00	.....Incomplete-Fail
N.....	NA	.....No grade due at this time (dissertation, thesis, paper or project only)
M.....	NA	.....Military Withdrawal due to deployment
P .....	NA	.....Pass
W .....	NA	.....Official Withdrawal
WX.....	NA	.....Administrative Withdrawal
UW.....	NA	.....Unofficial Withdrawal

Grade Point Average (GPA) - A grade point average (GPA) of at least 3.00 (equivalent to a B average) is required of all graduate students in all graduate programs. Programs may impose stricter course grade or overall GPA requirements with permission of the graduate school.

Incomplete Grades - A faculty member may assign a grade of “I” (Incomplete) when convinced the graduate student is capable of completing all work required for the course within one year. Assigning a grade of “I” is at the discretion of the faculty member, but faculty may not assign an “I” grade unless they have reviewed a student request with appropriate explanation/documentation and are convinced the student can complete the missing work within one year.

Graduate students earning the “I” grade must arrange to complete the work necessary to remove the grade of “I” within one calendar year. If the “I” grade is not removed within one calendar year, the grade of “I” automatically becomes an “I-F”, which cannot be removed from the graduate student's transcript unless the course is repeated for credit (i.e., the student must register and pay for the repeated course). The conversion from “I” to “I-F” occurs whether the student is or is not enrolled in the University during the one-year period.

N Grades - If a graduate student has enrolled for the doctoral dissertation, master’s thesis, the research paper, or the research project, the grade of “N” will remain on the transcript until the dissertation, thesis, paper, or project is completed.

Pass/Fail Courses - For Pass/Fail courses, the grade of “P” is awarded to indicate the performance of satisfactory work in situations in which it would not be appropriate to assign letter grades. The grade of “P” carries no quality points. The course is credited towards completion of a program or degree, but the credits are not used to compute the GPA. If satisfactory work is not performed in such a course, the grade of “F” is awarded and is computed into the GPA. The University does not allow graduate students a Pass/Fail option in courses in which letter grades are awarded.

**D. Procedure(s)**

Faculty members provide a grade for each student at the end of each academic term.

GPA Calculation - To calculate a grade-point average (GPA), divide the total number of grade points earned in regular courses at this University by the total number of GPA hours. In computing the GPA, the following courses and credits are not included: courses and credits transferred from other institutions, courses in which a P grade was assigned, credits granted for military service, or credits earned through Prior Learning Assessment. If a student repeats a course, only the repeat grade is counted. There are only two separate transcripts at California University of Pennsylvania – Graduate and Undergraduate. All Undergraduate work is counted in the cumulative GPA on the undergraduate transcript and all Graduate work is counted in the cumulative GPA on the Graduate transcript. The cumulative GPA includes all work at each level regardless of the number of programs or degrees completed.

Incomplete Grades - All grades of “I” immediately become grades of “I-F” after one calendar year if not satisfactorily completed, and the student’s GPA and/or graduation status may be negatively affected. The graduate student is responsible for contacting the faculty member to make arrangements to complete the work for the course before the end of the one-year period. The students **DO NOT** register for the course again while completing the incomplete work. Graduate students who are approaching graduation must resolve their “I” grades by the last day of classes in the term in which they intend to graduate. The work a student must do to complete requirements to change the grade of “I” to an earned letter grade does not count toward full- or part-time enrollment status. After the grade of “I” is assigned and the required work has been completed, the faculty member submits a “Change of Grade” form to the Academic Records Office. When an “I” grade is not removed within one calendar year, the grade of “I” automatically becomes an “I-F”. To remove an “I-F” grade, a graduate student must register and pay to repeat the course for credit. See the graduate policy on “Repeating a Course” for limitations and restrictions.

- E. Effective date:** 2005-2006 Graduate Catalog  
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