

Policy Number: 1.4.002
Title: Grading Policy

Purpose

To define Thaddeus Stevens College of Technology grading system and explain how it is used to document student progress through the curriculum.

To describe the process to appeal an error in the final grade calculation or a failure to follow the course syllabus that impacts the final course grade.

Scope

The policy applies to all faculty and students.

Definitions

Refer to the terms below.

Policy Detail

I. Grading and the Grade Point System

Grades describe the student's level of academic achievement at the end of each term. Final grades are recorded on the student's transcript. This grade scale is established and approved for the College and should be used in all credit-bearing courses.

Grading Scale

The College's Grading scale is:

Grades	Grade Point	Percentage
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72

D+	1.3	67-69
D	1.0	63-66
D-	0.7	60-62
F	0.0	59 and below
I (Incomplete)	NA	
W (Withdraw)	NA	
WS (Withdraw from School)	NA	

Grade points are calculated by multiplying the number of credits earned in a class by the numerical equivalent of the letter grade.

- Example: Three (3) credit course x earned grade of "B+" (3.3) = 9.9 grade point

The grade point average (GPA) is a comprehensive evaluation of a student's academic standing. The GPA is calculated by dividing the sum of grade points earned by the total number of credits. Transfer courses are not calculated into the GPA.

II. Definitions of Grading Terms

A. Incomplete (I)

If, for reasons beyond a student's control, they cannot complete a course within the prescribed time, the final grade may be deferred with approval from the instructor and Dean of Students. If a deferment is granted, and "I" appears on the transcript and is not calculated into the GPA. The work must be completed by the end of the fourth week of the next semester or end of the second week after an 8-week sub-term.

This option should not be used to delay inevitable failing grades. To request an incomplete grade, the student must obtain a form from their academic advisor and request the instructor's approval. If the request is approved, the instructor must submit the completed form to the Dean of Student Success for approval and share a copy with the student. All approvals must be in place before the semester ends. A grade change form must be completed by the faculty member to reflect the earned grade. If an "I" grade is not changed by the end of the fourth week of the next semester or by the end of the second week after an 8-week sub-term, the grade is changed to a failing grade "F" unless an alternative arrangement is made with the approval of the instructor and Dean of Student Success.

- B. **Withdraw (W)** - Withdraw period begins immediately after the drop/add period and ends on the date published on the academic calendar. Withdrawal within this period results in a "W" grade on the transcript and does not impact the student's GPA.

C. Withdraw from School (WS) When a student withdraws from all courses and the College.

III. Grade Change

All grade changes for "I" incomplete grades should be completed within one week of the two- or four-week period agreed upon on the Incomplete Grade Form. Any other grade change must be completed before the end of the subsequent semester. Any changes beyond the next semester will need to be discussed with the Vice President of Academic Affairs.

IV. Grade Appeal

This is the process to appeal an error in the arithmetic computation of the final grade or a failure to follow the course syllabus in a manner that impacted the final course grade.

- A. The student must appeal within 30 days of when the final grade was due.
- B. If a student wishes to appeal a grade, they must first meet with the faculty member to discuss their concern.
- C. If the student and faculty member do not come to a satisfactory agreement, the student may appeal to the Dean of Student Success.
- D. If the student chooses to appeal to the Dean of Student Success, a written appeal that includes a summary of the grading error must be submitted. The Dean of Student Success will review the appeal and make a decision within three working days.
- E. Should the student not agree with the decision of the Dean of Student Success, the student may appeal to the Vice President of Academic Affairs within three working days of receiving the decision.
- F. The Vice President of Academic Affairs will render a decision on the case within three working days of receiving the student appeal. The decision of the Vice President for Academic Affairs will be final.

References

None

<i>Audience</i>	<i>All College</i>
<i>Effective Date</i>	<i>07/1/22</i>
<i>Date Revised</i>	<i>08/04/2025</i>
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<i>Owner</i>	<i>Vice President of Academic Affairs, Dean of Student Success</i>