

Policy AA1.12: Grading

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer
Initial Policy Approval Date	September 15, 2009
Current Revision Approval Date	May 12, 2021
Procedure Effective Date	May 12, 2021

Policy

Course grades are based on evaluations of students' mastery of course outcomes. The grading policy for each course is published in the course syllabus. A student is responsible for all work assigned during the course and must discuss any issues with completing the required course work with the professor.

Guidelines

Course Grading Policy

Non-Nursing Undergraduate courses: Undergraduate students will receive credit for courses in which they earn a grade of D or higher. However, if a student's GPA falls below 2.0, he or she will be placed on academic probation.

RN to BSN Progression: The standard of performance required for undergraduate nursing programs is C+ (77%) or higher in all nursing courses. Students who earn a grade of less than C+ in any nursing course must repeat the course and earn at least a C+ in order to complete the program of study. If a student's GPA falls below 2.0 he or she will be placed on academic probation.

RN to BSN/MSN Progression: The standard of performance required for undergraduate nursing programs is C+ (77%) or higher in all undergraduate nursing courses. Students who earn a grade of less than C+ in any undergraduate nursing course must repeat the course and earn at least a C+ in order to complete the program of study. If a student's GPA in the undergraduate program falls below 2.0 he or she will be placed on academic probation. The standard of performance required for graduate nursing programs is B (83%) or higher in all graduate nursing courses. Students who earn a grade of less than B in any graduate nursing course must repeat the course and earn at least a B in order to complete the program of study. If a student's GPA in the graduate program falls below 3.0 he or she will be placed on academic probation.

Non- Nursing Graduate courses: Graduate students will receive credit for courses in which they earn a grade of B- or higher. Credit will not be granted for grades of C+ or below. Students who receive a B- may proceed but must maintain an overall GPA of 3.0. Students who earn a grade of C+ or lower in a graduate course must repeat the course and earn at least a B- in order to complete the program of study.

MSN, NP, and DNP Progression: The standard of performance required for graduate nursing programs is B (83%) or higher in all nursing courses. Students who earn a grade of less than B in any nursing course must repeat the course and earn at least a B in order to complete the program of study. If a student's GPA falls below 3.0 he or she will be placed on academic probation.

Undergraduate Grading Scale:

Grade	Percentage	Grade Point Value
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	60-66	1
F	0-59	0

Graduate Grading Scale:

Grade	Percentage	Grade Point Value
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B*	80-82	2.67
F	0-79	0

*A grade of a B- is passing for Non- Nursing Graduate courses, however, is considered a non-passing or failing grade for Nursing Graduate courses.

Official Final Course Grade

The official final course grade is what appears in CASPER®. The grade that appears in Moodle is not the official record. Moodle will show the percentage as **. **% and CASPER® will round up or down, as appropriate, to **%.

Grade Point Average

A student's grade point average (GPA) is computed by dividing the total number of grade points earned by the number of credit hours for which grades were awarded. The grade points are calculated by multiplying the grade quality points for the grade earned for each course by the number of credit hours associated with course.

A student's academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credit hours earned to date. Both GPA and CGPA include classes that are required for graduation in the student's current program of study (including electives) and exclude developmental courses and any other courses considered to be ineligible by licensing, state or provincial authorities. The CGPA shows whether a student is meeting the standards of academic progress, is eligible for graduation and is eligible for academic honors. American Sentinel College grades on a 4.0 (unweighted) GPA scale.

To graduate, undergraduate students must achieve a minimum cumulative GPA of 2.0, and graduate and doctoral degree students must achieve a minimum cumulative GPA of 3.0.

GPA Calculation Example

Course	Credits	Grade Earned	Grade Points
U.S. History	3	B	3 x 3 = 9
Western History I	3	C	3 x 2 = 6
Intro to Computer Science	3	A	3 x 4 = 12
Advanced Database Systems	3	C	3 x 2 = 6
Totals	12	NA	33

To calculate the semester GPA, add the total grade points, and divide by the number of credit hours attempted. For this example, the semester GPA equals $33/12 = 2.75$.

Cumulative Grade Point Average

The cumulative GPA (CGPA) is the overall cumulative academic average achieved by a student. The CGPA becomes permanent at graduation, except for authorized grade changes. In addition:

- If a course is repeated, the highest grade is used for the CGPA. Courses may be taken for credit after proficiency or transfer credit has been awarded. The grade earned is then used for both the term GPA and CGPA.
- Transfer credit may be granted for courses taken at other institutions. Grade points earned at other institutions are not included in the CGPA. However, the course and the grade earned remain on the transcript in the term in which the course was completed.

A semester/term GPA is not affected by subsequent course repeats or other adjustments to the CGPA.

Grade Reports

Students have access to their grades at any time during their program. Throughout each course, they will be able to keep track of their progress and check assignment due dates, examination dates and grades in the online classroom.

Student Grade Appeals

Students who believe that there has been arbitrary or capricious grading by their instructor can appeal their grade as outlined below. However, a student disagreement with the assigned grade does not necessarily constitute a basis for review.

Academic Forgiveness

American Sentinel College of Nursing and Health Science at Post University offers the opportunity for students who either need to or choose to repeat a course to do so. This includes courses for which a student has earned a failing grade of “F”. When a course is repeated, the grade considered for the credit and GPA calculations will be the higher of the grades earned. Each attempt will be used in evaluating the course completion ratio. All attempts will appear on the student’s official transcript. Students are responsible to pay applicable tuition and fees associated with any repeated classes.

The following describes the academic forgiveness policy by degree:

Doctoral Programs: One grade retake is allowed that is not factored into the student’s GPA.

Master’s Programs: Two grade retakes are allowed that are not factored into the student’s GPA.

Undergraduate Programs: Three grade retakes are allowed that are not factored into the student’s GPA.

Academic Forgiveness Example:

Course	Letter Grade	Earned Credit Hours	Quality Points	Quality Hours
BSN410: Healthcare Delivery and Quality Outcomes	F	0	.00	3

BSN410: Healthcare Delivery and Quality Outcomes	A	3	12.00	3
Totals		3	12.00	6

To calculate the Cumulative GPA: Add total quality points and divide by number of quality hours (see GPA calculation example). GPA before Academic Forgiveness would be 2.0 for the above chart. GPA after Academic Forgiveness would be 4.0 for the above chart.

Incomplete Grades

A temporary grade of I, indicating an incomplete, signifies that not all required course work was completed during the term/semester. An incomplete grade is a temporary grade that is assigned only when the student has completed at least 50% of the course. If a student has completed at least 50% of the course, he or she may be granted an additional 14 calendar days to complete a course (beyond the official published last day of the course). If the student completes the course, he or she earns a final grade for the course.

Credits associated with courses in which a temporary I grade is received count toward total semester credits attempted and minimum cumulative credits completed at American Sentinel College. A temporary I grade does not impact the calculation of cumulative GPA. Credits associated with courses in which a temporary I grade is received will count toward the maximum timeframe for completion (see the Satisfactory Academic Progress policy).

Audit Grade

Students are not allowed to audit courses at American Sentinel College of Nursing and Health Science at Post University.

Pass/Fail Grade

American Sentinel College does not utilize pass/fail grades in courses for academic credit.

Procedure

This procedure is for grade appeals. For student appeals associated with academic probation or dismissal, see FA1.05 Satisfactory Academic Progress. For student appeals associated with student conduct sanctions or academic honesty appeals, see AA6.03 Student Code of Conduct Policy.

Grade Appeal Process - Students that have a disagreement with how an assignment or examination is graded should first contact the appropriate faculty member. If the instructor discovers a potential error in grading, the student must return the entire assignment or examination. If warranted, the grade for that assignment or examination may be changed by the instructor. If so, the instructor notifies the Registrar to change the grade in the student's record. If a grade change is not warranted, the instructor provides clarification to the student, explaining why a change was not made. If the student does not agree with the instructor's change or

explanation, the student may appeal this decision as part of an appeal of the final course grade as described below. At any point in the process, all coursework submitted for the class may be reviewed.

Students may appeal final grades if they adhere to the following process:

1. The student must first appeal by email to the faculty member within 30 calendar days after receiving notification of the final grade. The student must clearly state the specifics of his/her appeal. The faculty member will respond to the student by email within seven calendar days. Student Success Advisors will send the grade appeal form and the appropriate grade appeal material on their student's behalf to the reviewer.
2. If the student does not agree with the faculty member's decision, the student may appeal to the program chair by email within 14 calendar days of receiving the faculty member's response or, if no response was received, within 14 days of when the student originally sent the appeal to the faculty. Student Success Advisors will send the grade appeal form and the appropriate grade appeal material on their student's behalf to the reviewer. The Program Chair will provide a response to the student's appeal within 14 days of receiving the appeal.
3. If the student does not agree with the Program Chair's decision, the student may appeal to the Associate Dean by email within 14 calendar days of receiving the faculty member's response or, if no response was received, within 14 days of when the student originally sent the appeal to the faculty. Student Success Advisors will send the grade appeal form and the appropriate grade appeal material on their student's behalf to the reviewer. The Associate Dean will provide a response to the student's appeal within 14 days of receiving the appeal.
4. If the student does not agree with the Associate Dean's decision, the student may appeal to the Dean's office by email within 14 calendar days of receiving the faculty member's response or, if no response was received, within 14 days of when the student originally sent the appeal to the faculty. Student Success Advisors will send the grade appeal form and the appropriate grade appeal material on their student's behalf to the reviewer. The Dean's office will provide a response to the student's appeal within 14 days of receiving the appeal.
5. If the student does not agree with the decision from the Dean's office, he/she may request a formal appeal. The request for an appeal must be made in writing to the Chief Academic Officer (CAO) within 14 days of when the student originally sent the appeal to the Dean. The CAO will convene a student Grade Appeals Committee, which consists of:
 - a. Two staff members, one of which will be the Director of Student Success or his/her designee and the other a staff member not involved in the issue, and
 - b. Three faculty members, two of which must teach in the student's academic program.
6. The Chief Academic Officer may ask for additional information from the Dean, faculty member or student to bring before the Grade Appeals Committee and should communicate the final committee decision to the student by email, including rationale, as soon as possible but within 30 days of receipt of the appeal. The decision by Grade Appeals Committee and the CAO is final.

A student's failure to follow the steps outlined above will disqualify any appeal.

Related Documents/References

- Student Handbook
- Faculty Handbook
- FA1.05 Satisfactory Academic Progress Policy
- AA6.03 Student Code of Conduct Policy

Definitions

- None

Revision History

- February 5, 2014 – Policy modified to require C+ or better (77%) to receive program credit in undergraduate nursing. Policy committee also eliminated the reference to DNP grade scale, as doctoral courses are included in the “Graduate Courses” statement.
- April 15, 2014 – Added specific language on grade progression requirements for nursing programs. Changed effective date to May to enable proper notification to nursing students.
- February 3, 2016 – Added language regarding project-based programs.
- September 11, 2017 – Added language to clarify CASPER® is the official record and grades in Moodle will be rounded up or down accommodate a whole number grade.
- July 23, 2018 – Added Academic Forgiveness language
- April 22, 2019 – Combined with AA6.07 Student Grade Appeals policy.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB
- January 13, 2021: Removed Failing grades section, and added information to academic forgiveness. Added academic forgiveness example.
- 3/1/2021: Updated branding for Post University – AHB
- 4/2021: Added graduate grading scale table and asterisk for “B minus” grade-MK/AHB