

Effective: October 1997

Academic Policy: Undergraduate Studies GRADES and GRADE POINT SYSTEM

Approved: October 1997
Reviewed: June 4, 2007
Revised: Spring 2004
Deans' Council, Faculty Senate

Each instructor establishes his or her own grading policy based on classroom participation, homework, unannounced quizzes, etc., and states it clearly and in writing at the beginning of the course. Sufficient measures must be built into each course structure to evaluate student achievement.

Final examinations normally do not count more than one third of any student's final grade. Instructors may excuse any student with superior achievement (a grade higher than A-) from taking a final exam.

Grades and Grade Point System

The grade point average (GPA) is a comprehensive evaluation of a student's academic standing. The grades and terms used to describe achievement are reported at the end of each semester as:

Grade	Description	Grade Point Value
A	Excellent	4.0
A-	---	3.7
B+	---	3.3
B	Good	3.0
B-	---	2.7
C+	---	2.3
C	Acceptable	2.0
C-	---	1.7
D+	---	1.3
D	Poor	1.0
D-	---	0.7
F	Fail	0.0
I	Incomplete	*
P	Pass	*
S	Satisfactory	*
U	Unsatisfactory	*
W	Withdrew	*
AU	Audit	*
X	Proficiency in Progress	*
Z	No Adequate Evaluation for Grading	0.0

* Not considered in computing GPA

University policy accepts D- as minimum earned credit. There are certain general education and department major competency requirements that are satisfied only by a higher minimum grade. If a student earns less than this higher minimum grade in such a course, the credits will count toward completion of University credits but might not count toward completion of general education and department major requirements.

The *semester GPA* is the number of grade points earned in Millersville courses in a semester divided by the number of credits in that semester for which grades calculated in the GPA were earned. Grade points for *each course* are calculated by multiplying the grade point value by the number of credits for the course.

The *cumulative GPA (CGPA)* is the total number of grade points earned in Millersville courses divided by the number of Millersville GPA credits. Credits from audited courses, subsequently repeated courses, advanced standing programs such as AP and CLEP, and transfer credits are not included in the CGPA.

The Millersville grade point average (GPA) is rounded to two decimal places, effective fall 2004.

Satisfactory and Unsatisfactory Grades

These terms are used to describe achievement in student teaching and other field experiences. S and U grades are not considered when computing the grade point average. They should be distinguished from P and F grades used under the Pass or Fail option. F grades earned under the Pass or Fail option are considered when determining the grade point average.

Proficiency in Progress (X)

This grade reflects progress toward, but not achievement of, proficiency in pre-college developmental courses.

Z-Grade (Z)

A grade of Z is treated the same as a grade of F in calculating the student's GPA. The Z grade may not be removed or changed except by the student registering for and satisfactorily completing the course. The receipt of a Z grade shall not entitle a student to a refund of fees. This grading procedure is intended to apply only to those students for whom there is no adequate evaluation for the determination of a grade. In those cases where the faculty member does not assign any grade, the Registrar may assign the Z grade if the student has officially registered for the course.