Committee Meeting: Policy & Governance Committee	Date: March 8, 2023
Committee Chair: Melodie Baker	
New or Edited: Edited	

POLICY NAME: Grades and Academic Standing Grading System

POLICY TYPE: Board

SUBMITTED BY: Colleen Quinn, College Senate Chair, Amy Yoder, Dean of Students

ISSUE OR STATEMENT OF PURPOSE: To establish the college's grading system.

NEW OR EDITED POLICY: Edited

POLICY:

Quality Point Average (QPA)

Academic standing is based on the cumulative quality point average (QPA), a mathematical calculation determined by dividing the total quality points earned by the number of semester (credit) hours attempted.

To arrive at the quality points earned in a particular semester, the letter grades earned for each course are translated into numerical equivalents (See Grading System explanation below) which are then multiplied by the number of credit hours assigned a particular course. For example, if a student takes four, three-hour courses (12 credit hours for a particular semester) and received one A, two B's and a C, this translates into 36 quality points to be divided by the 12 credit hours. The resulting QPA would be 3.0, an above average achievement.

GRADING SYSTEM

Grade Definition Quality Points per Credit Hour

A Outstanding Achievement 4.0
A- 3.67
B+ 3.33
B Above Average Achievement 3.00
B- 2.67
C+ 2.33
C Average Achievement 2.00
C- 1.67
D+ 1.33
D Below Average Achievement 1.00

D- .67
F Unsatisfactory Achievement or 0
              Unsatisfactory Attendance
P Pass --
I Incomplete* --
Z Audit --
W Official Withdrawal --
X Unofficial Withdrawal --
CC External Transfer: 2 year -
CU External Transfer: 4 year -
HS High School -
AP Advanced Placement -
LP Life Experience Assessment Program -
CL College Level Examination Program -
AS Armed Services –
IN Internship Credit -
CE Credit by examination -
*Must be completed in one year or it will change to F

The cumulative QPA is derived by dividing the total number of semester hours taken while at the College into the total number of quality points earned for those courses.

> P - A student may take up to four courses (not in the major field of study) on a pass/fail basis by notifying the instructor by the last date to withdraw. If passed, the course will be credited toward fulfillment of the degree requirements, if appropriate, but will not contribute to the quality point average. NOTE: Many institutions will not transfer credit for courses taken on a pass/fail basis.

> I - Instructors may give an incomplete grade to a student who has completed at least two thirds of the required academic work for a course but because of a personal emergency/unforeseen circumstance finds it impossible to finish the course work within the usual time frame. Students may only be given an I grade if they have a passing average in the coursework that has been completed. The decision to grant an I grade is the sole discretion of the instructor.

> The purpose of an incomplete (I grade) is only to establish a new set of due dates for the remaining required work of the course which cannot exceed one year from the date the course ended. Because the I grade requires the completion of the work of the course, it cannot be allowed to compromise academic standards by changing the quality or quantity of the assigned work.

To receive an "I" grade, the student must sign a contract, prepared by the instructor, outlining the course work to be undertaken and the time frame for that completion. A copy of the contract must be provided to the Registrar office at the time final grades are issued.

If the faculty member is unavailable, the Department Chairperson will arrange for the grading of remaining work and will submit the grade change form.

Upon satisfactory completion of the course requirements, the faculty member will submit a change of grade form. (In no case may the grade be changed to a W). If the student has not completed the contract within the one-year time limit, the grade automatically becomes an F.

If a student has an "I" grade on their transcript, they are not eligible to graduate because a final GPA cannot be calculated. GPA is required for graduation certification.

Z - A student may register to audit a course with the permission of the instructor provided there is room in the class. The audit privilege permits the student to attend class and to do the assignments. However, the student may not take examinations or have the work evaluated.
Note: 1) Regular tuition is charged for audit privileges; (2) Performance courses are generally not available for audit; (3) During the first month of classes, students must inform the instructor that they are auditing the class; (4) A course that is audited will not be calculated in the total number of hours considered for TAP purposes.)

W- Students may officially withdraw from a course without academic penalty, however standing in your academic program, particularly in the health profession academic programs, may be affected.

Students may repeat a course. Exceptions to this policy will be contained in individual departmental policies and procedures. Only the highest grade of all attempts will be counted in the computation of a cumulative quality point average. While a student may repeat a course at another college, only the course taken at SUNY Erie can be used in computing the GPA. A student's financial aid may impact the number of times a student can retake a course.

Individual assignment grades should reflect the criteria set out for those assignments when they were assigned.
Final grades should reflect standards and expectations established by the syllabus that was presented to the student at the beginning of the semester. These final grades must come from means of evaluation such as tests, papers, presentations, demonstrations, and anything else established in the course outline and included in the syllabus.

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Final grades can be changed by the instructor of record or a designee in the same discipline; refer to grade change policy.
Students will be assigned a final grade in every course. Grades will be posted to a student's transcript according to the date listed on the academic calendar.

DOES IT SUPERCEDE A POLICY/WHICH ONE (if so, attach redline version): Yes, Grades and Academic Standing Grading System policy last approved June 30, 2022.

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION: Policy and Governance Committee recommends the Board of Trustees approve this Board policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Grades and Academic Standing Grading System policy.

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT: Trustee Melodie Baker, AVP IRAAP Katherine Callesto, Vice President of Enrollment Management Erikson Neilans, Comptroller Arta Pllana, Executive Dean of Health Sciences Carrie Kahn, College Senate Academic Standards Committee Chair & Associate Professor Michael Higgins, Dean of Business and Public Services Juan Martinez, College Senate President, and Associate Professor Colleen Quinn

DATE OF BOARD APPROVAL: March 30, 2023

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:
Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board of Trustees Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:

SUNY Memorandum to Presidents, Vol. 13, No. 2, Guidance: Campus Grading Policies and Procedures, April 13, 2013
Genesee and Niagara Community Colleges websites: Course repeat policy was referenced
UB and Buffalo State pass/fail policy

Subcommittee formed to edit policy:
Joanne Colmerauer, Dean of Liberal Arts and Science
Marlene Arno, IRAAP, REIA Coach
James Bierl, Department Head, Respiratory Therapy
Aimee Spahn, Counselor
Mark Mazzone, Counselor
Tom Franco, Faculty Biology North

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Eric Paner, Faculty, Hospitality Management
Lisa Darone, Faculty, Nursing
Jennifer Noble, Faculty, CADD
Andy Hyzy, Faculty, English
Cynthia Ludlow, Registrar
Rochelle Webber, Registrar
Vanessa Haddad, Faculty
Amy Yoder, Dean of Students
Colleen Quinn, Faculty, Math, College Senate President
Erika Hendra, Faculty, English, College Senate Vice President

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of December 7, 2022 and March 8, 2023.

History

Item:	Date:	Explanation:
Edited Policy Adopted	March 30, 2023	
Edited Policy Adopted	June 30, 2022	
Previously Reviewed and Extended	09/2000	

SUNY Erie Cross References

Policy Name or Procedure:	Where to find:

Next Steps

Policy to be included in the College Catalog