

READING HOSPITAL SCHOOL OF HEALTH SCIENCES

POLICY NO. 305

SUBJECT: Grading

Responsibility of: RSHS Program Directors
 Revised: February 2020 Reviewed:

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RSHS).

PURPOSE: To provide guidance for students, faculty and staff related to grading practices.

POLICY: This policy addresses numeric and letter grading, minimum acceptable grades for progression within each academic program, calculation of GPA, benchmarks for the Director's List, benchmarks for graduation with distinction, and student notification of grades.

DEFINITIONS: NA

PROCEDURE: The student's progress throughout the curriculum will be based on the quality of academic and clinical performance. The following grading system is utilized by RSHS. Some courses in a student's RSHS curriculum may also earn credits at Alvernia University. Due to slight differences in grading systems, a numeric grade less than 75% earned in a course may equate to different letter grades at RSHS as compared to Alvernia University.

Percentage	Grade Points	Letter grade	Classification
94 – 100	4.00	A	
90 - 93	3.67	A–	
87 - 89	3.33	B+	
83 - 86	3.00	B	
80 - 82	2.67	B–	
77 - 79	2.33	C+	*** NOTE BELOW
75 - 76	2.00	C	*** NOTE BELOW
See minimum program criteria below	0.00	F	Failure
Clinical "U"	0.00	F	Failure
W	No impact	W	Withdraw
WP	No impact	WP	Withdraw passing
WF	0.0	WF	Withdraw failing
I		I	Incomplete
DROP	No impact	DROP	Dropped Course

*** NOTE Minimum (passing) course grades are established by each program. Students are required to achieve the minimum passing grade as provided in the table below. Failure to acquire the minimum grade as defined by the program in which the student is enrolled will result in a course failure (F) for that course and 0 (zero) grade points. Additional grading criteria may also be established by each program of study.

Program	Minimum passing grade per course
General Education Courses (all programs)	75%
Medical Imaging, Surgical Technology, Paramedic	80%
Medical Laboratory Science	77%
Nursing, Diagnostic Medical Sonography, AEMT	75%
EMT, Phlebotomy	70%

Calculating grade point average (GPA)

The quality points for a course are determined by multiplying the grade points assigned to the percentage grade by the number of academic units/credits assigned to the course.

The GPA is determined by the total number of quality points earned divided by the total of academic units/credit hours of courses attempted during the same period.

Transfer credits and credit by examination are not computed into the GPA.

Semester GPA Example

Course	Grade	Academic Units/Credit hours	Grade points		Quality Points
Course A	94	8	4.0	$8 \times 4 = 32$	32
Course B	83	4	3.0	$4 \times 3.0 = 12$	12
Course C	88	3	3.3	$3 \times 3.3 = 9.9$	9.9
Course D	85	1	3.0	$1 \times 3.0 = 3.0$	3
TOTAL		16			56.9

Total grade points (56.9) \div total academic units/credit hours (16) = GPA (3.6) in above example.

The student's cumulative GPA is calculated in the same manner, and is inclusive of all courses taken at RHSHS in a particular course of study. However, (effective Spring 2017) when a course is repeated at RHSHS due to a prior course failure of the course (also taken at RHSHS), and a grade is assigned for the repeated RHSHS course,

- the first attempt of the RHSHS course will be removed from the Cumulative GPA calculation and
- the repeated RHSHS course grade will be used to compute the cumulative GPA.

Note: Students are not permitted to repeat for credit an already passed course for the sole purpose of improving one's cumulative GPA.

Clinical (U)

The student has received an unsatisfactory grade on the final (summative) evaluation of clinical performance

Withdraw (W)

The student has withdrawn from a course prior to the semester withdrawal date published on the academic calendar. A grade of “W” has no impact on the grade point average. Note: The course withdraw (W) period begins the second week in a semester (after drop/add period), and extends to the Friday of the week when greater than 60% of the course has been completed.

Drop:

Note: A dropped course is a special type of course withdrawal and may be voluntary or involuntary (example failed math competency in first week of course). A dropped course occurs ONLY during the first week of the course. When a student drops a course during the first week of the course, no grade is assigned for the course and DROP is placed in the final grade slot. The course remains on the student’s Gradpro (internal) transcript/record, but will not appear on the student’s official printed transcript/record. If eligible, a refund of tuition (not fees) is provided in accordance with the Tuition Payment and Student Refund Policy.

Some programs bill for the entire program at the beginning of the course (such as, but not limited to, EMT, A-EMT). A student enrolled in one of these programs is eligible for a dropped course only during the first week that the student is enrolled in the Program, regardless of whether the Program extends over one or more semesters.

Withdraw Passing (WP)

The student has voluntarily withdrawn or been terminated from a course in which he/she withdraws after the official Withdraw “W” period as defined above. Generally, this equates to greater than 60% of the semester as published in the academic calendar. To receive a WP on the transcript, the student must have a passing classroom grade as defined by the program in which the student is enrolled, a satisfactory clinical performance evaluation, and be meeting all course and RSHS requirements (examples attendance, conduct) at time of withdrawal. WP will not impact grade point average.

Withdraw Failing (WF)

The student has voluntarily withdrawn or been terminated from a course in which he/she withdraws after the official Withdraw “W” period as defined above. Generally, this equates to greater than 60% of the semester as published in the academic calendar. A student will receive a WF if the student has a failing/unsatisfactory classroom grade as defined by the program in which the student is enrolled, or an unsatisfactory clinical performance evaluation, or failure to meet course and RSHS requirements (example: attendance or conduct requirements) at time of withdrawal. WF will be treated as a course failure. The WF will impact the grade point average in the same manner as an F.

Incomplete (I)

An incomplete is given only for extenuating circumstances that prevent the student from completing the course requirements.

The Director of the Program and the course instructor (s) will determine the existence of extenuating circumstances.

Clinical (Major) Courses

The student granted an "I" in a clinical course will receive: a formal written plan for the completion of course requirements. The plan will specify the grade to be earned and the plan must be completed within a specified time as determined by the course faculty. The student and instructor must sign the plan. A copy of the plan will be filed as part of the student's permanent record.

An incomplete grade may impact the student's ability to progress to courses in the next semesters. NOTE: A written agreement should be signed if the student progresses to the next semester prior to resolving the "I". Students who start the next semester, and who subsequently fail to complete the course where the "I" has been recorded are at risk of not receiving a tuition refund if the "I" is not resolved prior to drop /add week.

In the event of successful completion of the plan within the specified time of the plan, the "I" is removed from the transcript and the earned grade is recorded. The student will progress within the curriculum; the student's progression may be dependent upon availability of courses and enrollment numbers.

If the student fails to complete the plan within the specified time of the plan or within four weeks from the end of the semester, the "I" will be removed from the transcript and replaced with an "F".

General Education Courses

The student granted an "I" in a general education course will discuss the plan for the completion of course requirements with the faculty and in accordance with the college vendor policies. It is recommended that a plan be established in writing.

An incomplete grade may impact the student's ability to progress to courses in the next semesters.

In the event of successful completion of the plan within the specified time of the plan, the "I" is removed from the transcript and the earned grade is recorded. The student will progress within the curriculum; the student's progression may be dependent upon availability of courses and enrollment numbers.

If the student fails to complete the plan within the specified time of the plan or within four weeks from the end of the semester, the "I" will be removed from the transcript and replaced with an "F".

RHSHS Director's List

Students who are enrolled in 9 or more credits in a single semester and who earn a semester grade point average of 3.50 to 4.0 will have earned recognition on the Director's List for that

semester. Students may also be eligible for the Alvernia University (AU) Dean's List per the current AU guidelines and policy.

Graduation with Distinction

Students who have completed the requirements for graduation with a cumulative point average of 3.50 or above will receive special recognition during graduation ceremony. The distinction will be noted on the diploma as follows:

- Summa cum laude 3.86 - 4.0 grade point average
- Magna cum laude 3.66 - 3.85 grade point average
- Cum laude 3.50 - 3.65 grade point average

Student notification of grades

Grades are available for student viewing on Web Connect. Students may request a paper copy of their grades from the Registrar. It is the student's responsibility to check the grade report for errors. The deadline to request a grade correction is 14 calendar days from the date that the final course grades are posted to the student's transcript. A request for a grade change must be in made in writing to the Program Director. Students desiring to appeal a grade will follow the academic grievance process.

Withholding of Grades

Exam and course grades, final course grade reports, and transcripts may be withheld for students who have not met all of their obligations for the completed or upcoming enrolled semesters. These obligations may include, but are not limited to, financial obligations, CPR certification, OSHA, parking, and health records.

EDUCATION AND TRAINING: NA

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: RSHS Directors Meeting, February 2020

CANCELLATION: Reading Hospital or Tower Health policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.