

POLICY: Grading Policy		POLICY NUMBER: AC-004-A2
		PREVIOUS/REPLACES: Updated November 8, 2023
APPROVED BY: Academic Council	EFFECTIVE DATE AS OF: December 1, 2023	PRIOR VERSIONS: November 1, 2021

1. Policy Statement

Herzing College utilizes a numerical system to grade course work. In addition, grading letters and grade point averages are also used to describe course status so that a correlation can be determined in case the student transfers to or from another educational institution.

2. Scope

This policy applies to all Herzing College staff, faculty members, and students unless otherwise noted.

3. Policy Content

1. Herzing College Grading Scale

Letter	Percent (%)	Grade Point Average (GPA)
A+	94-100	4.00
A	87-93	3.70
A-	80-86	3.40
B+	77-79	3.20
B	73-76	3.00
B-	70-72	2.70
C+	67-69	2.40
C	63-66	2.00
C-	60-62	1.70
D+	57-59	1.40
D	50-56	1.00
F	00-49.99	0.00
I	00.00-00.00	0.00

Letter Grade	Explanation
I	Incomplete
TR	Transfer Credit
EX	Exemption
W	Withdrawal
PW	Pass Work Term
FW	Fail Work Term

- a. A grade of **Incomplete (I)** will be given to students only in cases where the student is not able to complete the work for a course due to extraordinary circumstances. It is only given with the permission of the Academic Dean. If the “I” is not removed and replaced with the actual grade

earned within two class weeks after the start of the next academic term, it will automatically be replaced with the grade of “F” and the course must be repeated.

- b. A grade of **Transfer (TR)** will be given to students denoting credits allowed as advanced standing toward completion of one's program based on completion of transferable courses at another post-secondary institution. No more than 50% of the credits toward a diploma or degree may be transferred to the College. A grade of (TR) is not factored into the grade point average.
- c. A grade of **Exempt (EX)** will be given to a student for a course in which the student scores at least 85% on a comprehensive examination or for courses exempted due to a Previous Learning Assessment and Recognition (PLAR) process. Exemption credits apply only to degree programs. Refer to “AC-014-A1” for additional information and restrictions. Students wishing to receive an EX for a class must request the exemption exam within the first six weeks of their program. A grade of Exempt (EX) will not be factored into the grade point average.
- d. A grade of **Withdrawal (W)** will be given to a student for a course in which the student withdraws from the program before the end of the course.

Withdrawals (W) are included in course completion calculations as “attempted courses,” but only a Fail (F) is considered in a student’s grade point average. When a student repeats a course, the second grade earned will be used for the calculation of the cumulative grade point average; however, each course repeated will be included as an attempted course. Withdrawals within the first two weeks of a program will have no effect on the student’s academic standing.

A grade of **Pass Work Term (PW)** is required in a program with a requisite internship or work term in order to graduate from the program. A grade of **Failed Work Term (FW)** indicates the student did not successfully complete the work term or internship. The student will then be required to repeat the work term or internship or complete the missing or unsuccessful portion of the work term or internship. A “PW” or “FW” is not considered in the grade point average.

- e. A student receiving an “F” or less than the specified passing grade in a required course will need to contact the Dean’s office to make arrangements to achieve the necessary passing grade.
2. Any required courses in a program of study require a final grade of a C or better in order to pass.
- a. Some courses within programs of study in the trades or health care will have higher standards for passing and these higher values will be stated in the syllabus for those courses.
 - i. For example, the passing mark for trades courses is 75%.
 - b. In diploma programs, all courses are required.
3. Each grade is assigned a numerical value on a 4.0 system: A = 4.0, B = 3.0, C = 2.0, D = 1.0, and F = 0.0. To determine a student’s grade point average (GPA), the credit hours for each course are multiplied by the point score for the grade made in the course. The total number of points as calculated is then divided by

the total number of credits to obtain the GPA.

A sample calculation is shown below:

Courses	Grade	Grade Point Average (GPA)	Credits	Total Points
Programming Logic - PROG1000	B	3.0	4.0	12.0
Computer Networks - INET1000	C	2.0	4.0	8.0
Accounting I - ACCT1000	B	3.0	4.0	12.0
English - ENGL1000	A	4.0	4.0	16.0
Total			16.0	48.0

The sum of 48.0 total points divided by 16.0 credits gives a grade point average of 3.0. In the case of a course being repeated, the second grade earned is used to determine cumulative grade point average.

4. A course is considered completed the day after the final exam for that course. In order to be awarded marks for assignments and labs in any given course, students must submit work before the course is completed. Any work submitted after such a date will not be graded and the student will not be awarded any marks for the work. All course grades pertaining to academic performance are determined at the end of each term of the program, with a CGPA (cumulative grade point average) being determined. Students who do not maintain a CGPA cumulative grade point average of 2.0 will be deemed not to be maintaining the “Standards of Satisfactory Progress” and will be placed on academic probation. All efforts will be made ahead of time to avoid academic probation. Refer to Academic Standards for the conditions of academic probation.

4. Administration

The Academic Dean, or designee, will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Academic Council in 2027.

6. Reference

- Herzing College Student Manual

7. Definitions:

Term – For a bachelor’s degree student, a term is a semester, a period of approximately 15 weeks of which there are three per calendar year. For a non-degree student, a term is a period of two months of which there are six per year. A non-degree student usually takes one course at a time allowing the student to typically complete two or more courses per term.