

June 2013

## 5.227 Grading System and Transcript Recording

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Grading System and Transcript Recording Policy</b>  Policy 5.227	
<b>Academic Policies</b>		Effective date: <b>November 4, 2013</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	June 3, 2013
Revised	Chancellor	N/A	November 4, 2013
Revised	Chancellor	N?A	April 13, 2018
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Faculty

## I. Introduction and Purpose

Antioch University takes seriously its ethical obligation to ensure the integrity of all academic records in a manner that accurately reflects student effort and achievement. Transcripts of these records are of substantial value to students, to potential employers, and to graduate schools or administrators of other opportunities that may interest Antioch graduates and former students. To be accurate and complete, all work undertaken and the designation of credit, no credit, incomplete, or withdrawn status should appear.

The purpose of this policy is to communicate to students and faculty the Antioch University grading system and the symbols that will be used to communicate the faculty's assessment of student achievement on student academic records and official transcripts.

## II. Grading System

Students may receive the following evaluative designations to reflect their performance in

courses for which they have registered:

- A. AU (audit).** This designation is assigned to students to take a credit-bearing course without the intention of earning academic credit. This designation does not indicate any level of mastery of course content nor participation in the course.
- B. CR (credit).** As a minimum standard, academic credit may be awarded toward a degree only if the student's performance is at least "satisfactory." Antioch University defines "satisfactory" to mean the following:

  - a. For undergraduate credit, the student has performed at a level which would be considered at least a "C" or better in a graded system.
  - b. For graduate credit, the student has performed at a level which would be considered "B" or better in a graded system.
- C. INC (incomplete).** A grade of incomplete 'INC' indicates that a student has not completed all course requirements in the expected timeframe, as established in the course syllabus. An instructor may award an incomplete at his or her discretion. Each campus and university-wide program shall establish and publish a process by which student may petition to receive an incomplete. Incompletes must be successfully completed no later than the end of the following term or they convert to NC.
- D. INP (in progress).** INP grades may be issued for courses that span more than one term. Students making acceptable progress during the quarter in which they registered for the course receive an INP, and receive credit upon completion of the course. Courses associated with INP grades must be so designated and approved by the faculty curriculum committees and include internships, practica, capstones, and theses. Students may take a maximum of three additional quarters to complete a course with a grade of INP. If not completed in this time frame, the INP designation will convert to NC.
- E. NC (no credit).** This designation is based upon a student not fulfilling minimum course requirements. NC will be awarded in graduate courses for work not meeting the equivalent of a "B" or better. NC will be awarded in undergraduate courses for work not meeting the equivalent of a "C" or better. (See above for awarding of NC to courses with INC and INP grades.)
- F. NP (not passing).** This designation is equivalent to a NC, but used exclusively for courses for zero-credit academic courses.
- G. P (pass).** This designation is equivalent to a CR, but used exclusively for courses for zero-credit academic courses.
- H. W (course withdrawal).** This designation is assigned to courses that a student drops during the withdrawal period, which follows the add/drop period. Each

campus registrar shall publish the add/drop schedule that includes the withdrawal period. Courses that are dropped within the add/drop period are not listed on the transcript.

- I. **WNC** (course withdrawal, no credit) This designation is assigned to courses that a student drops after the withdrawal period. Each campus registrar shall published the add/drop schedule that includes the withdrawal period.

### **III. Transcript Records of Student Achievement**

Antioch University transcripts document all work undertaken by students and the associated evaluation of that work in terms of the evaluative designations listed above in Section III Grading System.

Narrative evaluations are part of a student’s permanent academic record (see Policy 5.229 Grade Equivalency). These evaluations are official transcript supplements and may be requested by the student to accompany the transcript. The student may request that any, all, or none of the narrative evaluations accompany the transcript. No evaluations will be released unless requested by the student or alumnus.

In no case shall a grade equivalent be recorded on a student’s transcript or be represented as an official letter grade (see Policy 5.229 Grade Equivalency).

### **IV. Implementation Timeline**

- A. This policy is effective for all Fall 2013 and later courses. This policy does not apply to Summer/Fall 2013 courses or courses offered prior to Fall 2013.
- B. Transcripts document only courses for which credit has been earned offered in Summer 2013 and earlier, but contain a listing and evaluation designation of all courses attempted Fall 2013 and later.

### **Policy Cross Reference**

Grade Equivalency Policy	Policy # 5.229
Student Academic Integrity	Policy # 6.105
Academic Appeal	Policy # 6.111
Satisfactory Academic Progress	Policy # 6.119