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5.227 Grading System and Transcript Recording

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<div style="border: 1px solid black; padding: 5px;"> Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim </div>		<h2>Grading System and Transcript Recording Policy</h2> <p style="text-align: right;">Policy 5.227</p>	
Academic Policies		Effective date: November 4, 2013	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	June 3, 2013
Revised	Chancellor	N/A	November 4, 2013
Revised	Chancellor	N/A	April 13, 2018
Revised	Chancellor	N/A	July 8, 2019
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
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 To be accurate and complete, all work undertaken and the designation of credit, no credit, incomplete, or withdrawn status should appear on the student’s academic record.

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. Grades of INC should be issued only when the student's work to date in the course has been satisfactory, and a limited amount of work remains for the student to complete the course requirements. 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 term 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 up to one year from the start of the term in which the course was taken (3 semesters or 4 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.) When students withdraw, an administrative grade of NC is assigned to all ungraded classes, as well as uncompleted INC or 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. The University 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.

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 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. Grading Policy Prior to Current Policy

A. This policy applies to all courses taken in Fall 2013 or later. This policy does not apply to Summer/Fall 2013 courses or courses offered prior to Fall 2013.

B. Courses taken prior to Fall 2013 are graded according to grading policies in effect for that program at the time. Official transcripts from that period may document only courses for which credit was earned.

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