THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 305

SUBJECT: Grading

Responsibility of: TRHSHS Program Directors
Revised: August, 2010 Reviewed: 2012

Purpose

The student's progress throughout the curriculum will be based on the quality of academic and clinical performance.

Grading System:

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–	
75-79	2.33	C+	
70-74	2.00	C	
See program criteria below	0.00	F	Failure
Clinical "U"	0.00	F	Failure
W	No impact	W	Withdrew
WP	No impact	WP	Withdraw passing
WF	0.0	WF	Withdraw failing
I		I	Incomplete

Minimum (passing) course grades are established by each program. Failure to acquire the minimum grade as defined by the program in which the student is enrolled will result in a failure (F) for that course.

Program	Minimum passing grade per course
Clinical Pastoral Education	S
Paramedic Training Institute	80%
Nursing	75%
Radiologic Technology	75%
Surgical Technology	80%
General Education Courses (all programs)	75%

Calculating grade point average (GPA)

The student receives a cumulative GPA at the end of each school year.

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 of time 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.

Example

Course	Grade	Academic Units/Credit hours	Grade points		Total grade points
Nursing 101	94	8	4.0	$8 \times 4 = 32$	32
BIO 120/121	83	4	3.0	$4 \times 3.0 = 12$	12
PSY 011	88	3	3.3	$3 \times 3.3 = 9.9$	9.9
Mat 005	85	1	3.0	$1 \times 3.0 = 3.0$	3
TOTAL		16			56.9

Total grade points ÷ total academic units/credit hours = GPA

56.9 ÷ 16 = 3.6

Clinical (U)

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

Withdraw (W)

The student has voluntarily withdrawn from a course prior to the midpoint of the course/semester.
W has no impact on the grade point average.

Withdraw Passing (WP)

The student has voluntarily withdrawn from a course in which he/she has completed more than 50% of the semester; the student has a passing classroom grade (as defined by the program in which the student is enrolled) and a satisfactory clinical performance evaluation at time of withdrawal.
WP has no impact on the grade point average.

Withdraw Failing (WF)

The student has voluntarily withdrawn from a course in which he/she had completed more than 50% of the semester.
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 at the time of withdrawal.
WF will be treated as a course failure.
The WF will impact the grade point average.

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 that there were extenuating circumstances.

The student granted an "I" 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.
Student and instructor must sign the plan.
A copy of the plan will be filed as part of the student's permanent record.

In the event of successful completion of the plan within a specified time, 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 has failed to complete the plan within a specified time, the "I" will be removed from the transcript and replaced with an "F".

Director's List

Recognition of students with a grade point average of 3.50 to 4.0 will be posted at the completion of the semester.

Graduation with Distinction

Students who have completed the requirements for graduation with a cumulative point average of 3.5 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

Instructors report all grades during the course to the students in a manner agreed upon by the instructors of that course. Final course grade reports are mailed to each student's home address following the end of each semester/session. Students may make a written request to the Program Director for alternate reporting. It is the student's responsibility to check the grade report for errors. The deadline to request a correction is 14 calendar days from the date that the grades are mailed to the student. The request must be in writing to the Program Director. Students desiring to appeal a grade will follow the grievance process.

Final grade reports and transcripts are 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, and health records.