Grading System

Grades and Quality Points. The standard 4-point grade scale for Johnson University appears on the table below. For each class, Johnson University instructors determine the criteria for students to earn each grade, and the criteria are clearly stated in the syllabi. Instructors may use percentage cutoffs or accumulation of points to calculate the grades. To determine the GPA of students, letter grades are converted to the points listed below.

Letter Grade	Grade Point	Description				
A	4.00	Ahovo Avorago				
A-	3.67	Above Average				
B+	3.33					
В	3.00	Average				
B-	2.67					
C+	2.33					
С	2.00	Below Average				
C-	1.67					
D+	1.33	Barely Passing				
D	1.00					
D-	0.67					
F	0.00	Failure				
WF	0.00	Withdrawal after deadline. Treated as "F" for GPA.				
NC		No Credit. Used only for grades below C in ENGL 1013 or ENGL 1014. Grades will be assigned as NC-, ND+, ND, ND-, or NF. May apply to a course only twice. Does not affect GPA.				
P	N/A	Passing. Denotes adequate completion of a pass/fail credit course, equivalent to a C or higher. Does not affect GPA.				
PT	N/A	Passing Transfer Course. Denotes a grade of C or higher on a course accepted for transfer. Does not affect GPA.				
S	NA	Satisfactory. Used only for RSCH 8110 Proposal Seminar Continuation and RSCH 8310 Dissertation Continuation. Does not affect GPA.				
U	NA	Unsatisfactory. Used only for RSCH 8110 Proposal Seminar Continuation and RSCH 8310 Dissertation Continuation. Does not affect GPA.				
I	N/A	Incomplete. Does not affect GPA (see below).				
Е	N/A	Emergency. Does not affect GPA (see below).				
W	N/A	Withdrawal before deadline. Does not affect GPA.				

Special Grades. All assignments not completed by the end of the term automatically receive the grade of "F" unless students successfully petition the instructor for the privilege of taking an Incomplete ("I") or Emergency ("E") grade. This arrangement must be made *before* the end of the course.

• *Incomplete ("I") Grade*. The "I" grade is a temporary grade indicating that work for the course is not yet complete but is expected to be complete within a short period of time. The instructor must submit to the Office of the Registrar an *Incomplete Grade Request Form* with a course completion plan.

Instructors *should* award an "I" when students are confronted with unavoidable life situations, such as a well-documented serious illness or a death in the family near the end of the term. Instructors *should not* award an "I" merely to allow students to improve on a bad grade due to poor performance to that point. Nor should Incompletes serve as a remedy to laziness or poor planning on the part of the student. The instructor decides if the student's *Petition* falls within these guidelines. Normally, the instructor will not approve an Incomplete unless the student has finished at least 75% of the coursework prior to the end date for the course.

The *Request Form* must include a plan and timeline for completing the remaining course requirements. The instructor must submit a letter grade (A, B, C, D, F, or P) based on *all* work assigned for the course, including 0 points for missing assignments. If the student does not submit those missing assignments by the deadline on the *Request*, this grade stands. If the student does submit the missing assignments, the instructor adjusts the final grade accordingly. *The Incomplete may extend no more than 3 weeks beyond the last day of the term or session in which the course is offered*.

"I" grades are awarded within the framework of the Johnson University Attendance Policy (see below). This means that students who exceed the total allowed absences for a course may not file an *Incomplete Grade Request Form* but must withdraw from the course and retake it at a later time.

• *Emergency ("E") Grade.* A grade of "E" is given when an emergency situation interrupts otherwise satisfactory coursework for an extended period of time.

Instructors, advisors, or students may request an Emergency grade when students are confronted with serious and unavoidable life situations, such as a well-documented major medical issue, the death of a close relative, a sudden job change or relocation, or a catastrophic personal circumstance. Instructors *should not* request Emergency grades merely to allow students to improve on a bad grade due to poor performance to that point. Nor should an "E" serve as a remedy to negligence or poor planning on the part of the student. Normally, an Emergency grade will not be awarded unless the student has finished at least 50% of the coursework prior to the end date for the course. If an emergency situation arises early in the term, it is usually best for the student to withdraw and retake the course at a later time.

To request an Emergency grade, instructors, advisors, or students contact the Registrar's office on their campus. Online courses fall under the Registrar's office in Tennessee. The Registrar's office will complete a *Request Form* that includes a plan and timeline for completing the remaining course requirements. The Emergency grade may not extend

beyond 180 days from the date of approval. Instructors may recommend a timeline less than the 180-day maximum, but this is subject to final determination by the Vice Provost for Academic Services. The instructor must submit a letter grade (A, B, C, D, F, or P) based on *all* work assigned for the course, including 0 points for missing assignments. If the student does not submit those missing assignments by the deadline on the *Request*, this grade stands. If the student does submit the missing assignments, the instructor adjusts the final grade accordingly and reports the final grade to the Registrar's office. Requests for Emergency grades are subject to approval by the Vice President for Academic Affairs/Provost. The Academic Support Office on each campus will be notified of approved Emergency grades in case the student needs assistance.

Difference Between an "E" Grade and an LOA. An Emergency ("E") grade is intended for students who must leave Johnson University while courses are in progress. A Leave of Absence (LOA, described below) is for students who must leave Johnson University between terms with courses not in progress. If students take an "E" grade followed by an LOA, the total combined "E"/LOA may not extend beyond 180 days from the date of approval of the Emergency grade.

How to Compute a Grade Point Average (GPA). The student's grade point average (GPA) is an important index to academic achievement. Students must maintain a minimum GPA to remain enrolled in the University or a given academic program (see below under "Academic Standing"). This average also determines the student's eligibility for academic honors and financial aid. In the example given below,

- The quality point value of the letter grade for each course (see above under "Grades and Quality Points") is multiplied by the number of credit hours in the course to determine the grade points for each course.
- The total grade points for all courses divided by the total credit hours yields the grade point average or "GPA" $(41.9 \div 15 = 2.79)$.
- Johnson University does not transfer in grades or the total GPA for a student's prior coursework. Rather, the grade of PT (pass-transfer) is applied and only coursework from Johnson University is factored into the cumulative GPA. Note: students in the Templar School of Education are exempt from this policy and all transfer work will be entered with the corresponding grade and GPA on the transcript due to Tennessee Department of Education teacher licensure regulations.

Course	Grade	Quality Points		Credit Hours	Grade Points for Course
ABCD 1001	A	4.00	Х	3.0	12.0
ABCD 1002	В	3.00	Х	3.0	9.0
ABCD 1003	C+	2.33	Х	3.0	6.9
ABCD 1004	C	2.00	Х	3.0	6.0
ABCD 1005	В-	2.67	Х	3.0	8.0
		Tota	15.0	41.9	
			•	GPA:	2.79

Grade Information. Students may view their grades in the Portal at mid-term and following each term. Students may view their transcripts at any time in the Portal.