

 <b>Prescott College</b>	<b>Policy Number:</b> 738	
	<b>Policy Category:</b> Academic Policies	
	<b><i>Learning Evaluation and Grading</i></b>	
	<b>Policy Summary:</b>  <i>This policy outlines learning evaluation and grading.</i>	
	<b>Approval Date:</b> 08/11/25	<b>Effective Date:</b> 08/11/25
<b>Policy Owner:</b>  Dean, Academic Affairs	<b>Scheduled for Review:</b>  Spring 2030	

### Policy Statement

Prescott College awards semester-hour credits based on the Credit Hour Policy 740. Credit may be earned through courses, independent studies, internships, prior learning assessments or courses taken at other colleges (see Transfer Credit Policy 742).

Credit is awarded by faculty members through grades or awards of credit/no credit.

### Definitions

**Elective Course:** An elective is any course that is not specifically listed as a required course for a student's degree, certificate, concentration, minor, distribution area, or general education requirement as outlined in the appropriate year's catalog. Elective courses contribute toward the total number of credits required for graduation but are not assigned to satisfy a formal program requirement.

### Reason for Policy

To define grading and evaluation for awarding credits at Prescott College.

### Responsibilities

For following policy:	All faculty
For enforcement of policy:	Registrar
For oversight of policy:	Deputy Chief Operating Officer
For procedures implementing the policy:	Registrar
For notification:	Policy Librarian

## Procedures

**Grade point averages** are calculated for undergraduate and graduate students only when a student has received letter grades for at least 90% of their Prescott College coursework. Where letter grades have been awarded, the College uses the following point values for computing grade point averages:

Standard Letter Grade Scale					
Letter Grade	Point Value	%	Letter Value	Point Value	%
A+	4.0	97-100%	C+	2.25	77-79%
A	4.0	93-96%	C	2.0	73-76%
A-	3.75	90-92%	C-	1.75	70-72%
B+	3.25	87-89%	D+	1.25	67-69%
B	3.0	83-86%	D	1.0	63-66%
B-	2.75	80-82%	F	0	0-62%
Credit/No Credit: Undergraduate					
Letter Grade	Point Value	%	Letter Value	Point Value	%
CR	2.0	> 62%	NC	0	< 62%
Credit/No Credit: Graduate					
Letter Grade	Point Value	%	Letter Value	Point Value	%
CR	3.0	> 83%	NC	0	< 83%

### No Credit and No Grade

Receiving a No Credit or a non-passing grade for any course will require any student to take additional course(s) to complete the minimum number of credits required for graduation. Also refer to Enrollment Status Policy 750, withdrawal from course specifics.

A No Grade or “NG” will be assigned if a faculty member does not file their course grades by the deadline. NG grades will be considered unsatisfactory grade and will negatively impact both a student’s course completion rate and their grade point average. This grade is also used in calculating Academic and Financial Aid Satisfactory progress (see Academic Standing and Satisfactory Academic Progress Policy 340 and Financial Aid Policy 345, Satisfactory Academic Progress section). Students will need to appeal their Satisfactory progress after grades are submitted by the faculty if their status should be in good standing.

**Incomplete Grade**

When a student is unable to complete the coursework specified by the end of the published course date, the student may initiate an Incomplete request subject to approval for the course instructor. The instructor must approve the student's request for an Incomplete by the end of the grading period of the given course.

Incompletes will not be awarded for student teaching, thesis or dissertation credits. Unfinished coursework in these courses will necessitate re-enrollment or enrollment in additional completion credits.

The student must have completed 75% of the coursework to be eligible for the temporary incomplete grade. Approving the incomplete binds the instructor of the course to the work of the final evaluation. If the responsible instructor is unable to fulfill their obligation to finish the Incomplete, the evaluation of student works falls to the Program Director of their designee.

The maximum time frame to complete a course graded Incomplete is 45 calendar days from the end of the course. The instructor can set an earlier date, but cannot extend the Incomplete period beyond the 45-day period. If the instructor and the student agree, the earlier date can be extended, within the 45-day maximum incomplete period, by submitting an updated Incomplete Grade Contract to the Registrar with a new completion date within the 45-day period.

On or before the end of the 45-day period, the responsible instructor has 30 calendar days to evaluate the student's work and submit a completed grade change form to replace the Incomplete grade with a letter grade or Credit/No Credit grade.

If no work is completed, according to the goals on the Incomplete Contract, the grade will be changed to NC by the Registrar.

Incomplete courses are not considered successfully passing a course, nor are NC, F (fail) or W (withdrawal) grades.

The Incomplete grade will be considered as attempted credits but not earned credits in the Satisfactory Academic Progress (SAP) calculations. Incomplete grades do not affect the student's GPA.

A student with all non-passing grades in their last session course(s) is considered a withdrawal from the term and may have their financial aid recalculated according to financial aid policy and federal regulations. See Financial Aid Policy 345.

**Withdrawal Grade for a Course**

Students may elect to receive a "W" grade if they withdraw from a course after the add/drop deadline and prior to the deadline for electing a "W." (see the Academic Calendar for deadlines) A grade of "W" does not impact a student's GPA but is included in the calculation of attempted versus earned credits when determining Satisfactory Academic Progress. See Academic Standing and Satisfactory Academic Progress Policy 340 and Financial Aid Policy 345, Satisfactory Academic Progress section.

**Evaluation and Grading of Mentored Studies**

For independent mentored-study courses, the College supports the use of mentors who meet the policy on faculty qualifications and who are hired by Prescott College to supplement learning for students in structured, individualized courses reviewed, approved and supervised by an approved Prescott College faculty evaluator.

**Grade Change**

Students may request a course grade change by petitioning the instructor within 30 days of the end of the course. Instructors have 15 days from receipt of the petition to notify the student of the decision and, if a grade change is approved, submit a grade change form to the Registrar's Office.

**Grade Translation from NC/CR to Letter Grade**

Students requesting for their transcript to be translated from CR/NC to letter grades, may submit a request to the Dean of Academic Affairs. The Dean will entertain a grade translation request that is made less than two years from the end of the course or the conferral of a student's degree. If the Dean grants a request, a signed change of grade form will be submitted to the Registrar and the student's transcript will be updated.

**Undergraduate grading**

Letter grades are awarded by default in most courses. Courses exclusively awarding credit/no credit (CR/NC) include credit-bearing graduation requirements such as Wilderness and Community-Based Orientation (for on campus undergraduate students only). Students may petition for CR/NC in other courses if done so within the add/drop period for those classes.

The full amount of credit established for an undergraduate course will be awarded to each student who successfully completes the course requirements. No partial credit is awarded for courses. Students who do not satisfy course requirements and have not officially withdrawn from a course will receive a grade of No Credit ("NC"). If eligible, students may apply for an Incomplete ("I") – see Incomplete Grade above.

Students who withdraw, or administratively withdrawn from a course after the student-initiated withdraw deadline (see Academic Calendar), will receive No Credit. Receiving No Credit in a course lowers the number of credits earned in a given enrollment period, but the number of credits attempted remains the same. This may adversely affect a student's academic standing – see Policy – Satisfactory Academic Progress (both academic and financial aid).

Students must earn a minimum grade of C- in all required courses. Elective courses will count toward the total number of credits required for graduation if completed with a grade of D or higher.

Undergraduate students must maintain a minimum cumulative GPA of 2.0 across all completed coursework—both required and elective—in order to graduate. Education certification students must maintain a GPA of 3.0 or better or they will be placed removed from the certification program.

For undergraduate students at Prescott College participating in an accelerated graduate program, graduate courses that will count toward both the undergraduate and graduate degree must meet the graduate program passing grade requirements.

When a student earns a grade of “F,” credit is not applied to the total 120 credits required for degree completion.

#### *Prior Learning Assessment/Life Experience Documentation*

Prior Learning Assessment/Life Experience Documentation is only available to undergraduate students. To receive credit for college-level learning that occurs outside of the classroom, in professional work or in structured workshops, seminars and training, qualified students may use the Prior Learning Assessment (PLA) process to complete a life experience or conversion portfolio. Credit received becomes a part of the student’s transcript. No more than 60 undergraduate credits awarded via PLA may count towards undergraduate degree requirements.

#### **Graduate grading**

Graduate students must maintain a cumulative GPA of 3.0 to graduate.

A minimum grade of C or better is required in order to count toward the requirements to graduate.

Students matriculating in the MS Counseling program and any of the Master of Education certification programs must earn a minimum of a “B” in all core required courses or they will be placed on academic suspension.

For undergraduate students at Prescott College participating in an accelerated graduate program, graduate courses must meet the graduate program passing grade requirements.

Grades will be assigned as the default for theory and mentored courses.

Receiving a grade or a Credit (CR) or No Credit (NC) for a field experience or culminating final project varies by program.

PROGRAM	Grades Issued Capstone & Dissertation	Grades Issued Practicum & Internship
Counseling, MS	N/A	Yes
Critical Psychology, MA	Yes	Yes
Education, M.Ed. and MA	No	No
Environmental Studies, MS	Yes	Yes
Experiential Counseling, Ed.S.	N/A	Yes
Outdoor Leadership, MA	Yes	Yes
Resilient & Sustainable Communities, MS	Yes	Yes
Social Justice & Community Organizing, MA	Yes	Yes
Sustainability Education, Ph.D.	No	No
Sustainability Leadership, MBA	Yes	Yes
Sustainable Food Systems, MS	Yes	Yes

**Cross Referenced Policies**

Academic Standing and Satisfactory Academic Progress Policy 340

Credit Hour Policy 740

Enrollment Status Policy 750

Financial Aid Policy 345

Transfer Credit Policy 742

**Revision History**

Extracted from catalog – January 2024

Grade change deadlines specified – January 2025

Grade table updated and undergraduate grading clarified - August 2025