

GEISINGER SCHOOL OF RADIOLOGIC TECHNOLOGY	Policy: 401 Subject: Grading
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I. Policy:

This policy addresses grading procedures for academic classes, clinical experience, and school transcript maintenance.

II. Purpose/Objective:

The purpose of this policy is to provide consistency and apply objectivity to the grading procedures. In addition, this policy describes the method for determining a grade point average, for both semester and cumulative, and the process of recording data.

III. Definitions:

TERM	DEFINITION
Attachment	A supporting document that is developed and maintained by the policy writer or department requiring/authoring the policy.
Credits Earned	Credits assigned to a course earned and recorded based on the final course grade.
Credit Grade Points	Equal to the credits assigned to a given course.
Quality Grade Points	Number calculated by multiplying credits grade points multiplied by the numerical grade. Example: 3 (credit grade points for course) x 4 (numerical grade for the letter grade of A) = 12 quality points.
Grade Point Average (GPA)	Average of grades based on the total of quality points divided by the total of credit grade points.
Devised	The date the policy was implemented.
Exhibit	A supporting document developed and maintained in a department other than the department requiring/authoring the policy.
Reviewed	The date documenting the annual review if the policy has no revisions necessary.
Revised	The date of every revision to the policy, including typographical and grammatical changes.

IV. Responsibility:

- A. Program Director
- B. Clinical Instructors
- C. Supervising Radiologic Technologists
- D. Students

V. JRCERT Standard Compliance

1. Standard: 1.9

VI. Credits Assignment

Number of Credits	Educational Experience
6	Clinical education scheduled for 35 – 40 hours per week.
4	1. Semester course scheduled for more than 3 hours per week. 2. Clinical education scheduled for 25 – 34 hours per week.
3	1. Semester course for scheduled for 3 hours per week. 2. Clinical education scheduled up to 24 hours per week.
2	Semester course scheduled for 2 hours per week.
1	Semester course scheduled for 1 hour per week.
0.5	Short course – scheduled for less than 16 scheduled class hours.

VII. Letter Grade and Credit Assignment:

1. Grade percentage assignment per letter grade.

Academic

Percent range	Letter Grade	Grade Points	Descriptor
90 – 100	A	4	Excellent
80 – 89.9	B	3	Good
70 – 79.9	C	2	Average
60 – 69.9	D	1	Poor
Less than 60	F	0	Failure

Clinical Education

Percent range	Letter Grade	Grade Points	Descriptor
92 – 100	A	4	Excellent
84 – 91.9	B	3	Good
75 – 83.9	C	2	Average
68 – 74.9	D	1	Poor
Less than 68	F	0	Failure

2. Letter grade, and Non-Grade Nomenclature Guideline

- A. A – Excellent: Student demonstrated a high degree of initiative and mastery of the assigned material, displayed well defined critical thinking skills. Student was consistently well prepared for class and asked probing questions. Was thoroughly engaged in educational experiences. Clinical Education – Demonstrated professionalism, excellent procedural and critical thinking skills.

- B. B – Good: Demonstrated mastery of the material beyond expected, able to solve problems, but not the most difficult kind. Student demonstrated ability to do more than just memorize material, applying critical thinking skills. Clinical Education – Demonstrated consistent abilities with little need for improvement.
- C. C – Average: Performance meets expectations, with assignments generally completed. Student tends more toward memorization of material rather than using critical thinking skills. Needs a regimen of scheduled classes, homework assignments, and a possibly additional class work in order to learn. Clinical Education – exhibited basic abilities requiring close supervision.
- D. D – Below Average: Does not meet expectations. Lacks critical thinking skills. Work shows lack of preparation and care. Shows little or no initiative and needs prodding in order to perform. Failed to be a contributing team member. Student learns with great effort, which is not always given, relying on just getting by. Clinical Education – Exhibited very weak abilities and lack of basic knowledge.
- E. Failure: Work is unacceptable. Student shows no initiative, only able to solve the simplest of problems. Little interest in learning is shown, and rarely completes assignments. Needs constant supervision and coercion to achieve anything. Student is unable or unwilling to master any but the simplest of concepts, lacks the ability and/or the character to do the job.
- F. I -- Incomplete: This is a temporary grade given only when the instructor believes that the student has been unable to complete the course requirements due to circumstances beyond the student's control. Failure of a student to take a final examination, or complete other course requirements without prior arrangement with the instructor in the absence of a legitimate excuse is not a justification for a grade of I.
- G. L – Leave Of Absence: Used in place of a grade for a course not completed due to a leave of absence. The notation will be replaced with final grade for the course.
- H. W – Withdrawn: Notation used in place of grade when course is not completed due to withdrawing from program prior to completion of the course.
- I. IP – In Progress: Indicates a grade is not reportable.

VIII. Clinical Education Assignment Grading:

1. Students are responsible presenting objectives to supervising technologists at the beginning of clinical assignment.
2. Each category of objectives is rated on a scale of 1 to 5, with 5 representing highest level of achievement. A matrix is provided to guide evaluators.

3. Unless otherwise stated, points are based on the rating system; for example a rating of 5 equals 5 points.
4. Clinical Evaluation Point system: The total of possible points is based on points assigned to categories for Clinical Education Objectives and Professional and Competency Development sections.
5. Individual Clinical Education Assignment grade will be calculated as a percentage of earned points based on the total possible points.
6. Students are responsible for submitting evaluation forms and all required attachments on time. Submission will not be considered on time unless all materials are submitted on time. Five (5) points will be deducted for late submissions. Evaluations not submitted will earn zero (0) points.
7. Points will be deducted for School Policy and Procedures non-compliance at a rate of up to ten (10) points per incident.
8. Documentation: *Clinical Evaluation Form.doc*

IX. Clinical Education Observation Grading:

1. Point system: A total of 50 points is assigned to the evaluation tool.
2. Observation compliance: 10 points
3. Report: 40 points. Points awarded based on completeness. Report content is described in the objectives for the assignment.
4. Evaluation Instrument: *Evaluation – (template).doc*
5. Report Template: *Report-(template).doc*
6. Report Naming Scheme:
 - a. Indicate rotation after the hyphen.
 - i. Rename template and saved for student's retrieval
Example: Ex: *Rot-# –(rotation).doc* (#, and rotation listed)
6. Appropriate objectives are documented separate from the evaluation form. Students are responsible presenting objectives to supervising technologists at the beginning of clinical assignment.

X. Semester Clinical Education Grading Plan:

1. Semester Clinical Education grade will be based on the following:
 - 50% - the average of Clinical Education Evaluation grades.
 - 50% - the average of Clinical Instructor's evaluations.
 - Final grade will be modified by the Program Director's evaluation based on a factor of 1.0 or less.
2. Grade reduction: Primary Competency Evaluation Quota - missed
 - If the Primary Competency Evaluation quota is not met, the final semester letter grade will be reduced by one letter grade. If the Secondary Competency Evaluation quota is not met, the final clinical education percentage grade will be reduced by five (5) percent. In the event a student fails to meet both the Primary and Secondary Competency Evaluation quotas the percentage grade will be calculated first before applying a letter grade reduction.
 - Reduction of one (1) letter grade in the event of unexcused school time.

XI. Clinical Education Evaluation Documentation Process

1. Students are responsible for submission of evaluation forms and required attachments.
2. Staff, and/ or Clinical Instructors are responsible for completing the evaluation in a timely manner.
3. Evaluator(s) must sign evaluation.
4. Completed Clinical Education Assignment evaluation and applicable attachments are due no later than five (5) school days after the end of the rotation, or the last day of the semester for the last rotation. Submission will not be considered on time unless all materials are submitted and fully completed on time.
 - a. Fine (5) points will be deducted for each week satisfactory submission is missed.
5. Student must review and sign evaluation.
6. Program Director will review, grade and sign the evaluation and record grade.

XII. Calculating Quality Points

Number calculated by multiplying credits multiplied by the numerical grade points assigned each letter grade.

Example: 3 (credit grade points for course) x 4 (numerical grade for the letter grade of A) = 12 quality points

XIII. Calculating Grade Point Average (GPA)

1. Semester GPA
 - a. Total of quality points divided by the total of credit points
2. Cumulative GPA
 - a. Total of cumulative quality points divided by the total of cumulative credit grade points.

XIV. Maintaining School Transcript:

Program Director will record academic grade in the official school transcripts.

- a. Template database: *Transcript-[template]*
- b. Database created for each class. Program used will be Excel. A worksheet will be made for each student.
- c. Database naming scheme: *Transcript-[class graduation year]*
Example: *Transcript-2021*, for the class graduating in the year 2021.

XV. Reporting Semester Grades:

1. At any time during the semester, instructors shall be prepared to inform students of their academic progress should the student request it.
2. Instructors are responsible for reporting grades to the Program Director prior to, or upon the internal reporting deadline using the *Course Grades*

- Report Form.* Instructors are to review proposed curving final course grades with the Program Director, who must approve before issuance.
3. The Program Director will be responsible for reporting semester grades. Transcript will be mailed to the address designated by the student.
 4. Transcript may be requested by at any time.
 5. Semester grades for BU courses that are applied to the School's curriculum may be obtained through the BU Coordinator, or Official Transcripts provided by the student.

XVI. Requesting transcripts.

1. Transcripts will be issued to students following each semester.
2. Students may request a copy of their transcript at any time.
3. Graduates may request copies of their transcripts.
4. Requests for transcripts to be sent to a third party must be made in writing.
 - a. Request must include the following information:
 - i. Name of recipient
 - ii. Name of organization if applicable.
 - iii. Address of recipient.
 - b. Transcript will not be considered official without an embossed school seal and signature of the program director.
 - c. Name, and address of third party, and date of transmission, will be recorded.

This policy will be revised as necessary and reviewed no less than annually based on devised date.

Devised: 6/14/02

Last Revision: 4/2021

Latest Review: 8/15