

Revised Date

April 5, 2022 (Effective date April 20, 2022)

I. Statement of Policy:

The Geisinger Lewistown School of Nursing will provide established guidelines for grading and evaluation.

II. Scope:

Students and faculty

III. Procedure:**A. Grading system****(1.) Grading scale**

The numerical and letter grade scale utilized in the School of Nursing is as follows:

A	93-100	4.00
B	85-92	3.00
C	75-84	2.00
D	62-75	1.00
F	below 62	0.00
W	Withdrawal	not calculated
WP	Withdrawal while passing	not calculated
WF	Withdrawal while failing	0.00
Z	Involuntary Withdrawal	0.00
I	Incomplete	not calculated

- i. Grades will be reported within two weeks of the end of each semester.
- ii. The clinical component of all courses must be passed in order for students to pass the course.

- (2.) Nursing units are awarded on a semester credit basis. They are used for grading and tracking purposes and are not meant to imply transferable credit.
- (3.) The academic year consists of two sixteen-week semesters and a twelve-week summer semester. The last week of each semester will be used for finals.
- (4.) If a nursing course includes theory and clinical content, the student must pass both the theory and clinical components in order to pass the course satisfactorily.
- (5.) Transfer credits will show up on the transcript, but will not be counted in to the school of nursing grade point average.
- (6.) A grade of "C" or above must be obtained for all general education & nursing courses.
- (7.) Nursing courses must be taken in the sequence outlined in the schedule unless pre-approved by the faculty and the director.

- (8.) Faculty will distribute a course syllabus at the beginning of each course that will outline the grading components of the course.
 - (9.) Theoretical content of each course will be recorded as a letter grade, which will be the grade that is reported on the transcripts and semester grade report. The clinical grade will not be averaged into the theory grade, as passing clinical is a requirement of the course.
 - (10.) An exam average of 75% or greater must be achieved in order to pass each course. This average is calculated solely on exam scores, does not take into account other grades in the course, and is not rounded. An exam average of less than 75% for the course will result in failing the course.
- B. Exam policy
- (1) Every student is required to complete all standardized exams as noted in the curriculum. These standardized exams are utilized for an exam grade.
 - (2) Students who arrive late or are absent for the exam must contact the instructor within 24 hours to schedule the make-up exam. Students may be charged a \$50 dollar fee for each make-up exam.
 - (3) Students may be required to attend standardized review sessions following each exam and must complete remediation as required. This requirement may be waived at the discretion of faculty if student has passed the required standardized examinations.
- C. Course Examinations
- (1) Students are required to take all exams for each course.
 - (2) No reference materials will be permitted other than calculators (unless otherwise directed by faculty).
 - (3) The exam proctor will take immediate action if any inappropriate conduct occurs.
 - (4) If students arrive late for the exam, the instructor may not permit them to take the exam. If permitted to take the exam, they will complete the test during the remaining time allotted for the exam. Exceptions may be made at the discretion of the instructor.
- D. Incomplete
- (1) If a student is unable to complete course requirements due to an emergency situation, he/she may petition to receive an incomplete in the course. The course instructor and the faculty advisor will meet to determine whether an "Incomplete" grade will be granted, and they will establish a deadline for the completion of the coursework.
 - (2) Generally, a grade of "I" will not be awarded unless a majority of the coursework has been satisfactorily completed and the remainder of the work can be completed within the following semester.
 - (3) If the request for an incomplete is denied, or the student does not complete the coursework by the deadline designated by faculty, a grade of "failing" will be given.

E. Failing Grade

- (1) Nursing courses must be passed with a grade of “C” or better. A lower grade is considered a course failure.
- (2) A student must pass both the clinical and theory component to receive a passing grade.
- (3) A student may retake a nursing course only once. Both the passing grade and the failing grade will be calculated into the GPA, and both grades will appear on the transcript.
- (4) When repeating a course, all course requirements must be met.

F. Clinical Performance and Evaluation Process

- (1) A Clinical Performance Evaluation will be completed at the end of each clinical rotation.
- (2) The student must achieve the stated course objectives for a satisfactory clinical evaluation.
- (3) Students who are not achieving clinical objectives at a satisfactory level can be notified at any time during the semester. An interim contract or academic probation form can be completed that identifies unmet objectives and ways to achieve them.
- (4) Students must achieve an average score of 2.5 in all areas on the clinical evaluation form in order to pass the clinical component of the course. Adding up all of the numbered items on the clinical evaluation tool and dividing it by the number of entries will calculate the score. If a student does not achieve a 2.5 in all areas, they will fail clinical and subsequently the entire course.
- (5) Each student will meet with each instructor at the end of each clinical rotation to review the evaluation tool. The student will have a chance to comment on the evaluation.

G. Withdrawal from Program

Refer to policy

H. Grade Reports

- (1) Grade reports are sent to the student within two weeks of the end of each semester.
- (2) The reports will include the grades for each course, the semester grade point average, and the cumulative grade point average.