

Watts School of Nursing

Policy Deployment			
Policy Name:	Grade	Institution:	Duke University Health System (DUHS)
Supersedes:		Division:	Duke Regional Hospital (DRH)
Policy Level:	WSON Student	Department:	Watts School of Nursing (WSON)
Owner(s)	Dr. Peggy Walters	Contributing Departments:	
Approved by:	Faculty Organization of the WSON	Manual Name:	Student Handbook
Original Effective Date:	7/2018		
Revision Date:	1/2019		
Scheduled Review Date:	7/2022	Scheduled Review Interval:	36 months

POLICY

The purpose is to detail the processes for grades, including semester grade point average, course grade determination, availability of course grades, disputed grade, disposal of graded course materials, and availability of test grades. A student must achieve a course grade of C or better in order to progress in the program.

A student's measure of academic achievement is recorded on the transcript based on the following grading system:

COURSE GRADE	ALPHABETICAL EQUIVALENT	GRADE POINT
92.00-100.00	A	4.0
89.00-91.99	B+	3.5
83.00-88.99	B	3.0
81.00-82.99	C+	2.5
78.00-80.99	C	2.0
75.00-77.99	D+	1.5
70.00-74.99	D	1.0
69.99 or below	F	0

Semester Grade Point Average (GPA)

Grades earned and semester hours attempted at other institutions are not included in the calculation of the WSON grade point average.

GPA is calculated from each final course grade and is calculated after each semester attempted. To calculate the GPA:

- Each course grade is assigned grade points as identified above.
- Grade points awarded are multiplied by the course credit hours to give quality points.
- The quality points are divided by total credit hours attempted.
- All course grades are included in the calculation of the GPA. All grades remain part of the student record.
- The GPA will be calculated to the hundredth of a point, no rounding.

Course Grade Determination

Course grade will be determined by calculating grades of predetermined weight for tests and designated learning activities that are calculated to the hundredth of a point. There will be no rounding of any grade.

Examples:

- Graded activity: Grade of 84.35 illustrates calculation to the hundredth of a point.
- No rounding; course grade of 88.50 will be a B.

For clinical evaluations, each course objective must be appraised as "Pass" on the Summative Evaluation Form. If course objectives are not met, the course grade is an automatic failure.

Clinical Grading Scale:

CLINICAL GRADE
PASS
.....
FAIL

Note: grades are not rounded

Dosage Calculation Proficiency Test

Failure of the dosage calculation proficiency test, after three attempts, results in an immediate course failure and prohibits the student from further progression in the course (theory and clinical).

All course requirements must be met by the date designated unless the involved faculty grants an extension.

Incomplete (I)

An Incomplete (I) is assigned until all course work is submitted, evaluated, and graded. The final course grade must be submitted to the registrar prior to the first day of class for the next semester. Students who fail to complete work as designated will have (I) changed to a course grade of F in the student record.

Availability of Course Grades

Course grades will be submitted to the school office with the appropriate alphabetical equivalent. Deadline for submission of grades is within five (5) business days following the end of the course.

Disposal of Graded Course Materials

At the end of the semester, graded course materials retained by the faculty will be destroyed six (6) business days after the last day of the semester. In the event of a grade dispute, all pertinent materials will be saved until the dispute is resolved.

Availability of Test Grades

Grades are posted on the learning management system within five (5) business days of testing.

Disputed Grade

The following procedure allows the student to dispute a grade and establishes a timeline with defined steps for resolution.

PROCEDURE

- The student should discuss the matter with the responsible faculty within five (5) business days after notification of the grade.
- If the matter is not resolved, a meeting between the student, the faculty and the Director of Nursing Education (DONE) will be arranged within the next five (5) business days (total of ten [10] days from notification of the grade). All documentation will be presented at the meeting.
- The time frame may be adjusted if the DONE and/or involved faculty are not available.
- The decision by the DONE will be given within three (3) business days.

Transcripts

The student must submit a written request to the Registrar to have his or her transcript sent to other individuals and/or institutions.