

<b>Policy Number</b>	105.001
<b>Policy Title</b>	GRADING POLICY
<b>Responsible Officers</b>	University Registrar
<b>Responsible Offices</b>	Office of the University Registrar
<b>Summary</b>	The following grading policies govern the entirety of the University and provide a fair and consistent basis for all matters related to grades.
<b>Definitions</b>	The Grade Point Average (GPA): quality points earned divided by credit hours attempted.
<b>Approving Body</b>	Academic Council; Administrative Council
<b>Approval Date</b>	May 1, 2017; May 8, 2017 105.001 – Aca C (04.09.2021); Admin C (03.19.2021)
<b>Last Revision</b>	March 2021
<b>Re-evaluation Date</b>	Fall 2023
<b>Departmental Impact</b>	All Academic areas

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### **Policy Statement**

Columbia International University is committed to fairness and transparency in assessment of students' work and grading practices. The University's grading policy charges each department and program with articulating well-defined and meaningful grading standards for work within its discipline. Faculty, grading in accordance with those standards, shall use grades and substantive feedback to give students clear and detailed information about the quality of their work.

The primary instructor of a class, as a member of the faculty at the Columbia International University, is the sole authority for reporting and/or changing a course grade. In those instances when a faculty member's appointment has been terminated, or a faculty member has resigned or is deceased, the sole authority for approving and/or changing a course grade rests with Dean of the school.

Grades are due 168 hours (7 calendar days) following the scheduled end date of the academic term or subterm in which the class is scheduled and are submitted electronically through the student portal.

Each student whose name is listed on a grading roster is validly registered for the section and must receive a grade appropriate to the grade type (*A-F, S/U, or Audit*) for which a student registered. Students access grades electronically through the student portal.

The following policy includes all grades and their corresponding definitions which may be legitimately issued within Columbia International University. All available grading options and their uses are also included.

### **Rationale**

CIU develops grading policies which conform to best practices of higher education and as defined by AACRAO (American Association of Collegiate Registrars and Admissions Offices). CIU demonstrates its commitment to ethical, fair, and unbiased evaluation of learning by defining program learning in terms of course competencies and program learning outcomes.

### **Computation of the Grade Point Average**

Effective July 1993, the semester hour is the unit of credit and all credit hours shown on CIU transcripts are in semester hours or semester hour equivalent.

CIU has adopted a 4.0 grading system for the computation of quality points. The cumulative GPA for a student is calculated only on the basis of courses taken at Columbia International University (including courses taken through the Kortnal, Kirkland, and Atlanta branch campuses) and institutions with which the university has a joint course registration agreement, for which a letter grade is given, unless the course is repeated, then the old grade is removed from the calculation.

Student GPA is determined by dividing the sum of quality points by the sum of hours attempted.

*Undergraduate Grading Scale:*

GRADE	QUALITY POINT PER CREDIT HOUR	PERCENTAGE
A	4.0	94-100
A- *	3.7	90-93
B+	3.3	87-89
B	3.0	83-86
B- *	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C- *	1.7	70-72
D+ *	1.3	67-69
D *	1.0	63-66
D- *	.7	60-62
F	0	0-59
I	-	-
S/U**	-	-

*Graduate/ Advanced Grading Scale:*

GRADE	QUALITY POINT PER CREDIT HOUR	PERCENTAGE
A	4.0	95-100
A- *	3.7	92-94
B+	3.3	89-91
B	3.0	86-88
B- *	2.7	83-85
C+	2.3	80-82
C	2.0	77-79
C- *	1.7	74-76
D+ *	1.3	71-73
D *	1.0	68-70
D- *	.7	65-67
F	0	0-64
I	-	-
S/U**	-	-

\*Grades not used in Seminary/Graduate School prior to September 1986.

\*\*Satisfactory (S) and Unsatisfactory (U) grades do not carry quality points and are not computed in the grade point average.

The following grades are not calculated in the GPA:

AU	Audit
I	Incomplete
WIP	Work In Progress
P	Passed
S	Satisfactory
U	Unsatisfactory
W	Withdrawal
WA	Withdrawal Audit
WU	Withdrawal Unsatisfactory
WF	Withdrawal Failing (calculates as F)

**Repeated Courses:**

Courses in which a grade lower than "C-" is earned may be retaken. Courses in which a grade of "C" or above is earned may be retaken only by permission of the course instructor, the student's faculty advisor, and the dean of the respective college. In both cases, the new grade replaces the former grade in the calculation of the cumulative GPA, regardless of whether it is better or worse than the grade earned in the first attempt; however, the record of the previous grade remains on the student's transcript. (Contact the Financial Aid office for aid eligibility for replacement courses.) A repeated course counts only once toward degree requirements; students may not receive double credit for a course. A course may be repeated for credit only twice. If a failed course is repeated at another school and the transfer credit is applied to the student's program, the program requirements may be met, but the grade earned is not factored into the student's GPA

**Incompletes:**

Under unforeseen circumstances beyond their control (e.g. medical emergency, bereavement, or military deployment), or because of an academic course of action (e.g. approved disability accommodation or internship), students may request that a professor assign a temporary grade of "I" (Incomplete).

- A request for an incomplete may be made after midpoint of a course but no later than the final week of the course.
- A request for an incomplete will be considered only if a student has less than 50 percent of the course requirements outstanding and attended at least 75% of class meetings (see attendance policy).
- A request for an incomplete must be accompanied by written request from the student with accompanying documentation (e.g. a medical note) unless the student has approved accommodations for a disability.
- A request for an incomplete may not involve additional work beyond the assignments listed in the syllabus.

Course Type	Course Length	Maximum Incomplete Length
Standard/Traditional	8 Weeks or 16 Weeks	30 Calendar Days
Nonstandard/Online	5 Weeks or 6 Weeks	15 Calendar Days
Internship or Practicum	8 Weeks or 16 Weeks	365 Calendar Days

For students following the standard calendar (eight and sixteen week courses), students may request that a professor assign a temporary grade of "I" (Incomplete) that allows a student a maximum of thirty (30) calendar days beyond the end of a course to complete the remaining work for the course. For students following the non-standard calendar (five and six week courses), students may request that a professor assign a temporary grade of "I" (Incomplete) that allows a student a maximum of fifteen (15) calendar days beyond the end of a course to complete the remaining work for the course. The same requirements listed above apply to a non-standard incomplete request. Internships and practica may qualify for extensions beyond the 30 day limit, but may not under any circumstance extend beyond one calendar year.

When faculty members assign an incomplete, they must document that action on the form provided by the Office of the University Registrar, receive approval from the dean of the college in which the course resides, and submit the form by the deadline. The default grade when requesting an Incomplete is "F." An incomplete does not carry quality points and is not calculated in the GPA. A student need not be enrolled in order to remove a grade of incomplete. No student may graduate with an "I" on record.

**Grade Appeal:**

Grade determination is the prerogative of the instructor and students should be aware that grading is subject to the professional judgment of each instructor. A student may only appeal his or her final grade in a course, not individual assignment grades, and only for one or more of the following reasons:

1. The criteria for evaluating academic performance as stated in the course syllabus were not actually applied in determining the grade,
2. The grade was influenced by criteria other than those stated in the course syllabus, or
3. The instructor applied the criteria in a grossly unfair manner.

A student who is considering a grade appeal must first discuss the course grade with the instructor. If the instructor decides not to change the grade, the student may submit a written appeal to the appropriate dean, typically the dean of the school in which the course was offered. The burden of proof rests on the student and the appeal must include a clear and coherent statement of the reason for the appeal, including which of the three reasons stated above is the basis for it. The appeal should also include any supporting documents. The initial written appeal must be submitted no later than 60 days after official grades have been posted.

After receiving the appeal, the dean will forward it to the instructor for a written response. The dean will also form a Grade Appeal Committee consisting of the dean, as chair, the Registrar, and at least two faculty members.

The Committee will meet and may request oral clarification from either the instructor or the student at that time. The Committee has the following options for action:

1. It may affirm the appeal and settle it by consent: i.e., the Committee may devise a mutually acceptable resolution to the appeal.
2. It may affirm the appeal and submit a change of grade form itself. In determining the student's final grade, the Committee will take into account all evidence of the student's academic performance in the course as well as the implications for the student's grade of the instructor's actions.
3. It may deny the appeal, in which case the original grade stands.

The entire process from the time of the initial written appeal should not be more than one month.

Students wishing to appeal the decision of the Grade Appeal Committee may do so by submitting a written request for review of the case to the Provost within five business days of being notified of the Committee's decision. The Provost will review all materials relating to the appeal, but the student may not provide new or additional material at this time. The Provost will then render a decision, which is final and binding on all parties.

*Transfer Credit:*

Grades earned in transferred courses are not included in calculating a student's CIU grade point average. But semester hours of transfer credit accepted by CIU are added to hours taken at the University to determine the total college hours earned.

*Pass/Fail Grades:*

Competency/proficiency exams will be recorded with on a student's transcript. If a student earns an F on a competency/proficiency exam the grade is not recorded on the transcript. Pass/fail grades are not calculated in to the grade point average.

*Withdrawn Courses:*

See policy 108 000 Withdrawal Policy for policies on grades recorded for withdrawn courses.

*Grade Corrections:*

An instructor who discovers that an erroneous grade was reported for a student shall immediately submit the Grade Change form to the Registrar, countersigned by the Dean, of what retroactive correction is to be made. A correction of grade should be reported to the registrar within 90 days of the recording of the original grade. When a grade correction is recorded, the appropriate semester and overall GPA will be corrected

*Graduation Honors at the Undergraduate-level:*

The academic achievements of graduating students at the baccalaureate level are formally recognized at the public Commencement exercises, appear in published lists of graduates, and are recorded on transcripts.

Only CIU credits are used in computing graduation honors. To calculate a student's achieved honors designation, grade point averages are truncated two decimal spaces and are not rounded up. For recognition purposes at Commencement, eligibility for these honors is determined based on the cumulative GPA as of the end of the fall semester. Graduate and Doctoral students do not receive graduation honors.

Students graduating from undergraduate four-year programs will receive diplomas with scholastic honors according to the following:

Summa Cum Laude (highest honor) for a GPA of 3.85 or above

Magna Cum Laude (high honor) for a GPA from 3.71 to 3.84

Cum Laude (with honor) for a GPA from 3.5 to 3.7

Transfer students must have completed at least 48 semester hours at CIU to be eligible for scholastic honors. Grades from a student's last semester in the student's degree program are not included in the determination of scholastic honors.

*Delta Epsilon Chi Honor Society:* The undergraduate faculty has established a chapter of Delta Epsilon Chi, the Honor Society of the Association for Biblical Higher Education (ABHE). No more than 7 percent of the graduating class for any given year may be nominated to this group by the faculty. ABHE minimum criteria for nomination by the faculty include a cumulative GPA of 3.3 or above, positive demonstration of Christian character, and clear exhibition of leadership ability following a biblical model. Transfer students must have completed at least 48 semester hours at CIU to be eligible for nomination.

**Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)