

# GRADING POLICY

## 1. Grading Systems

Study Programs use the U.S. grading and evaluation system.

## 2. Grades and Grade Points

- i. All final course grades as well as grades from Webinars, Conferences and Thesis Defense are reported in the form of a letter grade (A, B, C, D, F) or a grade “Pass” (P) if the student has received credit for a course but no letter grade.
- ii. While student performance is differentiated within each letter grade, all students falling within any one such grade match the following qualitative criteria:

Letter Grade	Percentage Scale*	Grade points	Description
A	90 – 100	4.00	<b>Excellent performance.</b> The student has shown originality and displayed an exceptional grasp of the material and a deep analytical understanding of the subject.
B	80 – 89	3.00	<b>Good performance.</b> The student has mastered the material, understands the subject well and has shown some originality of thought.
C	70 – 79	2.00	<b>Fair performance.</b> The student has acquired an acceptable understanding of the material and essential subject matter, but has not succeeded in translating this understanding into consistently creative or original work.
D	60 – 69	1.00	<b>Poor.</b> The student has shown some understanding of the material and subject matter.
F	0 - 59	0.00	<b>Fail.</b> The student has not succeeded in mastering the subject matter covered in the course.

\*Decimals should be rounded to the nearest whole number

## 3. Grade Appeal

- i. Instructors, as experts in their fields, have the final authority in assigning grades to their students except for in cases involving clear evidence of capricious grading or failure to follow professional standards of the discipline.
- ii. A student may appeal personally to the instructor for an explanation of the grade and for possible reconsideration.
- iii. If, after consulting with the instructor, the grade dispute is not resolved or if the student has made a good faith effort to contact the instructor and has received no response, the student may appeal to the Vice Provost. All grade appeals must be filed within 30 days from the date that the grade was assigned. The Vice Provost may deny the student’s petition, confer directly with the instructor of record in the course to resolve the dispute, or form a faculty committee to review the grade.

- iv. After the Vice Provost notifies the student of its decision, the student has two weeks to request a review by the Provost. The student is no longer entitled to appeal academic judgment, but only an error in calculation or instructor misconduct. The Provost will render a final decision.
- v. Faculty members may change final grades after submission only for clerical error. Additional work may not be assigned to enable the student to receive a higher grade.

#### **4. Grading System**

- i. For all 500, 600 and 610 - level courses (with the exception of 614) all final course grades assigned by the instructor are based on a test completion (worth 1 point) and a seminar work completion (worth 2 points). A passing grade (*i.e.* A, B, C or D) is assigned and 3 credits are awarded only to students obtaining a total of 3 points. Failure to receive 3 points results in the F grade.
- ii. For 614 course (Practical training) a pass (P)/fail (F) grade is assigned by an instructor based on an evidence attesting to the scope and relevance of the training. Passing grade carries 6 credits for the student.
- iii. For 621 (Webinars) and 622 (Conferences) a passing grade (P) and 3 credits are awarded if a suitable combination (e.g. 2 webinars and 1 conference participations) is completed by the student.
- iv. For 631 (Thesis Defense) a letter grade is assigned by the instructor. A thesis opponent evaluation must be taken in account.
- v. LIGS University provides to its faculty a system of evaluation forms that should be used, whenever applicable, as an essential tool helping the instructors to assign the grade.