

GRADE NOTATION AND POLICIES

Grading Policies

Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below.

Grading System

Grading System (Undergraduate):

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Good	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Satisfactory	2.0
72-70	C-		1.7
69-68	D+		1.3
67-63	D		1.0
62-60	D-	Minimum Passing	0.7
Below 60	F	Failure	0

Grading System (Graduate, Doctoral):

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+	Minimum Passing	1.3
67-63	D	Failure	1.0
62-60	D-		0.7
Below 60	F		0

Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
I	Incomplete	M	Missing Grade	NP	No Pass/No Credit
IP	In Progress	NF	Non-Attendance Failure	E	Conditional
W	Withdrawal	P	Pass (C- or better)	AU	Audit



Incomplete Grade (I)

The "I" (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. If this grade is not removed within ten weeks of the end of the quarter, it becomes an "F."

Students are permitted to withdraw from any course and receive a "W" only during the first half of the course. Students desiring an exception to this rule must petition through the Registrar's Office. "W" will not be calculated in the grade point average.

In Progress Grade (IP)

The grade of "IP" (In Progress) is issued only if a student registers for a course in one term and then completes it along with a companion course in the following term. In that case, the IP grade is assigned to the first course temporarily, until the companion course is completed. At that time, the instructor changes the IP grade to the appropriate grade. IP grades are not included when calculating the grade point average.

Withdrawal Grade (W)

A grade of "W" (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with established procedures and deadlines. "W" grades carry no credit and are not included when calculating the grade point average.

Missing Grade (M)

A grade of "M" (Missing Grade) is issued when no grade has been reported to the Enrollment Office. "M" grades carry no credit and are not included when calculating the grade point average. "M" grades will change to a grade of "NF", one term after the initial term. Once converted to an "NF", cannot be changed.

Non-Attendance Failure Grade (NF)

The grade of "NF" (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of "F." "NF" grades cannot be changed after initial submission and other grades cannot be changed to a "NF."

Conditional Grade (E)

A grade of "E" (Conditional) is earned only in continuing courses. This grade can be raised to a "D" by doing "C" grade work in the remainder of the course; otherwise, it becomes an "F".

Audit Grade (AU)

A grade of "AU" (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

Grade Point Averaging and Deficits

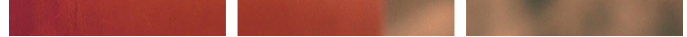
The term "average" refers to the grade point average (GPA) for work completed at the university. Grades received at other institutions are NOT averaged with grades received at Olivet University International for the purpose of meeting university average requirements.

Averages are determined by computing the ratio of grade points to quarter hours attempted.

A grade point deficit is defined as the number of grade points below a C average on hours attempted at Olivet University International. If the grade point average is less than 2.0, there is a grade point deficit. Only grades higher than C will lower a deficit.

Calculating the Grade Point Average

- Multiply grade value times the number of credit hours for total grade points.
- Divide the total number of grade points by the number of hours carried.



Calculating the Grade Point Deficit

To determine grade point deficit students must first calculate the grade point average.

- Multiply the total Olivet University International hours carried for a grade by 2 (for 2.0 GPA) and
- Subtract the total grade points earned to determine the deficit.

For instance, if a student has taken 100 hours for a grade, then 200 grade points are needed for a 2.0 GPA.

If there are 196 grade points, there is a 4-point deficit.

In compiling a student's grade point average, the following factors must also be taken into consideration:

1. When transfer credit is awarded, the transfer grade is not computed in the grade point average.
2. When a student repeats a course, both the initial grade and the repeat grade appear on the transcript. However, only the last completion mark will be included in the grade point average.

Grade Appeal

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the Division Chair's decision, the student may submit a written appeal to the Chief Academic Officer (CAO).

The student is responsible to monitor email daily throughout the appeals process.