



Grading Policy and Procedures

The grade in a course should be based on as broad a variety of assignments as possible, in other words, as broad a spectrum of activities as is in keeping with the nature of the field. Written assignments which require analysis and organizational ability should be required in every course. All grades are to be reported to the Registrar's office on or before but no later than 48 hours (two days) of the time for which the final exam was scheduled.

Grading System

The value of grades may generally be described as follows:

A	Excellent
B	Good
C	Average
D	Below Average
F	Failure
AU	Audit (No Credit)
I	Incomplete
MD	Medical Excuse
P	Pass (in a Pass/Failure option course)
NP	No Pass (in a Developmental course)
W	Withdrawal

Pluses and minuses may be used in reporting grades and they are computed in the grade average. Their use is optional with the instructor.

While Centenary University does not endorse one method of grading over another, one sample for conversion of numerical grades into letter grades is as follows:

A = 100-93	C+ = 79-78	F = 59 & below
A- = 92-90	C = 77-73	
	C- = 72-70	
B+ = 89-88	D+ = 69-68	
B = 87-83	D = 67-63	
B- = 82-80	D- = 62-60	

Grade Changes

Once grades are posted in the Registrar's Office, they are considered final and cannot be changed by the instructor unless there was an error in the posting or calculation of a

specific grade. A grade may be changed by the Academic Review Board (ARB) if the Board determines that the grade originally issued was arrived at unfairly.

Calculation of Grade Point Average

Averages for all students are determined by the point scale as follows:

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	F = 0.0

The average is computed by dividing the total number of credit hours attempted into the total number of quality points earned. Pass/Fail grades are not used in determining grade point averages.

Incomplete

An incomplete is not computed in the grade point average. When the course is completed, the cumulative average will be recalculated, replacing the "I" with the value for the grade received. A grade of "I" must be completed within two weeks of the start of the next semester; otherwise a permanent grade of "F" will be recorded for the course(s). A faculty member should only give a student an Incomplete when there is a reasonable expectation that the student will successfully complete his/her assignments in the allowable timeframe.

Removal of a Grade of "F" from Computations

When a course in which a student has received a grade of "F" is repeated at Centenary, both the original grade of "F" and the grade for the repeated course will appear on the student's transcript. However, the computations of the student's cumulative grade point average will be based on the grade received for the repeated course. If a student finds it necessary to take a course for the third time, the first "F" will not be calculated in the cumulative grade point average but the second and third grades will be included in the average, and all grades received for that course will appear on the transcript. If a student who repeats a course receives a "W" the original grade of "F" will prevail. If the student retakes the course at another institution, the original grade of "F" in the course taken at Centenary remains in the cumulative grade point average. Exceptions to this policy are Internships, Independent Studies, and Practicum courses. A graduate student who fails a course must appeal to the Academic Review Board for determination on eligibility to repeat the course.

Pass/Fail Grades

There is no option for offering a class on a Pass/Fail basis (other than for a developmental course for incoming students).

Audits

A student may audit a course with the consent of the instructor, and must pay the appropriate fee. A student must declare he/she is taking a course for audit at the time of registration, or during the one week Add/Drop period. Otherwise, all courses for which a student registers will be for credit.

Grade Confidentiality

In light of increasing emphasis on the confidentiality of student records, faculty members are urged to take precautions so that the individual student be protected-- i.e., that his/her grades are not accidentally or otherwise revealed to other students. Faculty are advised not to post final grades or test results on their office doors as this may breach a student's right of confidentiality. Great care should be taken to ensure that names and social security numbers are not used in any way that makes grades public. The faculty member must give the student an opportunity to discuss semester examination or projects in class or in individual conferences in order to determine the reason for the grade assigned. The same practice applies to semester grades.

Grievance of a Grade

If a student has a grievance in regard to the misapplication or arbitrary application of an instructor's grading policy for a course, he/she must comply with the following procedures within 30 days of the last day of the course in which the grievance occurred: (1) the student first must make an appointment with the instructor in question to discuss the manner in which the grading policy was administered; (2) if still dissatisfied, the student must then make an appointment with the Department Chair to discuss the issue in an attempt to resolve the conflict; (3) if the instructor in question is the Department Chairperson, then the student must make an appointment with the Chief Academic Officer to discuss his/her concerns; (4) if still dissatisfied, the student then must file a written appeal explaining his/her situation to the Dean of Academic Support and request a hearing with the Academic Review Board (ARB), clearly stating the reason for the request, and provide, when appropriate, supporting documentation. If the Dean of Academic Support, in consultation with the Department Chairperson or Chief Academic Officer feels that there is no merit to the complaint, the decision will stand. If they feel there is enough reason to question the misapplication or arbitrary application of the grading policy, the Dean will refer the grievance to the ARB or a hearing. The hearing will be scheduled at the next regularly scheduled meeting. Both the student and the instructor are required to attend the grievance hearing. If the instructor is unable to attend, the Department Chair, at his/her discretion may choose to attend instead. The Department Chair may also attend with the instructor if he/she chooses to do so. The student may bring a maximum of two people to provide support and will have approximately 15 minutes to present his/her case. The decision of the ARB is final.