

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 | | |

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

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

Hyperlinks

www.ciu.edu/policy