



## ***Grading Policies and Regulations***

The International University of Leadership is authorized to grant degrees upon successful completion of Business programs: Bachelor of Business Administration, Master of Business Administration and Doctorate of Business Administration through online as well as on-campus delivery modes.

The following grading systems and procedures have been developed to achieve a uniform standard and comparability across IUL business administration programs. A standard letter grading system has been established in order to achieve this outcome. All final official grades shall be assigned and reported according to the letter grade system, effective for all courses starting on July 10, 2012 and onward.

The degree grading system is established for the purpose of reporting official course outcomes and is not intended to limit ways in which Faculty members may choose to provide feedback to students during a course or program.

Evaluation of a student's performance in a particular course or section is the prerogative of the faculty member, graduate teaching assistant or other instructor collectively responsible for that course or section. No grade assigned to a student in a particular course or section may be changed without the consent of the instructor responsible for that course or section.

Each instructor who assigns grades has the responsibility to implement grading procedures that are fair and equitable, and to provide a reasonable evaluation of the student's performance in the course.

Each student should be informed at the beginning of the semester of the means to be used to determine grades in each course or section. This information should be included in the instructor's course syllabus.

To assist with the determination of the appropriate final letter grade, this Policy provides a numerical percentage range for each letter grade. Each letter grade has a numeric grade point value assigned.

Letter grades do not become official until they appear on the student's transcript. Instructors may notify students of unofficial course grades, but the registrar reserves the right to correct or adjust unofficial grades in order to maintain equity among sections and ensure conformity.

The posting of grades is strictly regulated by federal law, in particular the Family Educational Rights and Privacy Act ("FERPA" or "IUL Amendment"). Pursuant to FERPA, grades are considered a part of a student's educational record and may not be released or posted in any personally identifiable form unless the student gives written consent for each occasion on which grades are to be posted.



## **Student Appeals of Grades**

Grades are not negotiable. There should be no questioning of a faculty member's academic judgment on a grade. In registering for a class, students implicitly agree to allow the faculty member to make a qualitative judgment of their command of the subject matter, which will be expressed as a letter grade. Any questioning or appeal of a grade should therefore be limited to procedure, e.g., to computational errors or failures to follow grading policies set forth in the syllabi.

Any system of grade-appeal should protect the rights of faculty members as well as the rights of students. The results of any system of grade-appeal should not be binding upon the faculty member. Any decision to initiate a change of grade should remain the faculty member's. Any procedural complaint regarding a change of grade must be initiated within four weeks of the beginning of the next scheduled term, not including summer sessions.

A student with a complaint must first discuss the matter with the faculty member. If the matter is not resolved at this level, the student may then take the matter to the chairperson of the department involved. The chairperson will discuss the case with the faculty member and may recommend that the faculty member review the grade. Upon the request of the student, the campus director or dean will proceed in similar fashion. Should the student request it, the campus director/dean will pass the matter on to the CAO.

This process of review gives the academic director and CAO the right to discuss the matter directly with the faculty member, and if they think it appropriate, request that the faculty member review the grade. Any recommendations made will not be binding upon the faculty member against whom the complaint is lodged. The decision to change a grade remains with the faculty member.

## **Delivery of Grades**

The primary instructor of a class, as a member of the faculty at the International University of Leadership, 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 the Academic Director or the Chief Academic Officer.

In all cases, an approved grading Proxy, presently "the Operations Director" enters grades for faculty members in the SIS system. However, the grading Proxy cannot approve grades and/or submit grade changes; these two actions (approving grades and submitting grade changes) can only be accomplished by the instructor or an academic officer.

- Grades are due within one week (*5 calendar days*) following the scheduled date of the final examination or final project.



- Each student whose name is listed on the course roster is validly registered for the section and must receive a grade appropriate to the grade type (A-F) for which a student registered.
- Grades are assigned using the grading scale published by the University.

**Note:** See the [Grading Scale](#) page for a complete list of authorized grades.

### **University Policy for Final Grade Appeals by Student**

The following policy addresses final course grade appeals only. This grade appeal policy does not address complaints about specific class assignment grades.

#### *Informal Grade Appeal*

If a student has a question or complaint about a final course grade, the student should first try to work out the issue with the instructor on an informal basis.

#### *Formal Grade Appeal*

Claims made at each step of the following process and the response to those claims must address the previous claims/response directly with documented evidence to support it as indicated and appropriate.

**Step 1 of Appeal:** If the matter is not resolved amicably, the student can appeal the final course grade by notifying the instructor of the question/grievance IN WRITING using the "Grade Appeal by Student" form via the student's university email address within 15 calendar days from the last day of the semester, as indicated on the Academic Calendar.

Supporting documentation must be included at this time. A copy of the appeal must also be forwarded to the Chief Academic Officer in charge of the program or the appropriate Campus Director or Dean.

**Step 2 of Appeal:** The Instructor must respond to the student in writing, via university email address, within 15 calendar days of receipt of the appeal with a grade change or an appropriate explanation of the original grade given. The instructor's response must directly address all claims made by the student regardless of merit without supporting documentation, if warranted. A copy should be sent to the Chief Academic Officer Program in charge of the program or the appropriate Campus Director or Dean in charge of the course in question.

**Step 3 of Appeal:** If the matter is still not resolved, the student should appeal in writing, via Post University email address, to the President/CEO of the University. All supporting documentation, including any forms, etc., should be included. The President/CEO's response must directly



address all claims made by the student, regardless of merit, with supporting documentation when warranted.

**Step 4 of Appeal:** : Having reviewed all supporting material, including the justification by the instructor, the President/CEO will respond to the student's concerns within fifteen (15) calendar days via Post University email.

**Step 5 of Appeal:** If the student is still not satisfied, then they should appeal in writing to the Leading Board of the University in which the course is housed and represents the instructor being grieved. Campus Director should forward all supporting documentation, including notes from any meetings, with said student or instructor for his/her review. The Leading Board should respond in writing, via Post University email address, to the student with his/her final decision within fifteen (15) calendar days of being notified. All grade change forms must be forwarded to the Office of the Registrar. **THE DECISION OF THE LEADING BOARD IS FINAL**