

## Grading System

Graded coursework is one of the means through which the instructor assesses how a student has achieved or fulfilled the course objectives, as well as other course expectations as prescribed in the syllabus and the Student Handbook.

All assignments should receive regular evaluations (written or otherwise) shall be used for all courses of instruction (credit and non-credit), and an appropriate grade will be submitted to the Registrar on the basis of those evaluations.

Each instructor shall evaluate the competence, strengths, and weaknesses of all students in his/her course. The written evaluation (i.e., final grade) shall be submitted no later than three weeks following the last day of each semester.

Students have the option of choosing a letter grade or a pass/fail designation for the evaluation of their performance in each course. (However, in some courses, the professor determines the mode of evaluation.) Students must declare their grade preference at the time when they register for a particular course. Any changes in preference need to be requested by the drop/add deadline.

## Grading Rubrics

### Information about specific grades:

Students have the option of choosing a letter grade or a pass/fail designation for the evaluation of their performance. (However, in some courses, the professor determines the mode of evaluation.) Students must declare this preference at the time when they register for a particular course. Any changes in preference need to be requested by the drop/add deadline.

Grades are based on the demonstration of achievement in designated course competencies as described in each course's syllabus, including: performance on assigned tasks; understanding of course content and an ability to analyze and synthesize reading, discussion, and other learning experiences; ability to express the meaning and significance of course content in varied contexts and to lead others in study or action; ability to integrate course knowledge with learning in other courses and the practice of ministry and leadership in the church; and solid oral and written communication skills.

The competence of students attained in courses where letter grades are not used shall be indicated on a "pass/fail" basis.

- **P** designates Pass. The student has demonstrated, at the least, a basic competence in the defined areas.
- **F** designates Failure. The student has not demonstrated a basic competence in a specific course or curricular unit. If a student received the grade F in a required course, the course must be repeated successfully.

Where letter grades are used, the following guidelines are operative

- **A** indicates that the student has demonstrated **superior** competence in the defined areas.
- **B** indicates that the student has demonstrated **good** competence in the defined areas.

- **C** indicates that the student has demonstrated **sufficient** competence in the defined areas.
- **F** indicates that the student has not demonstrated sufficient competence in the defined areas. If a student received the grade F in a required course, the course must be repeated successfully.
- **I** designates Incomplete. It indicates that the Dean has granted the student an extension of time beyond the limits of the term for the completion of course work. If work is successfully completed within the time limit stated by the Dean, it shall receive the achieved grade. If it is not successfully completed within the time limit, it shall receive the grade F.
- **W** indicates that the student withdrew from the course — Withdrawal. When a student chooses to withdraw from a course, the determination is made by the instructor whether the student receives a **WP**, “Withdrawal passing” or **WF**, “Withdrawal failing. “One of those options will be recorded on the transcript.

### Grading Table

<b>A</b>	<b>94-100</b>	<b>4.0</b>
<b>A-</b>	<b>90-93</b>	<b>3.7</b>
<b>B+</b>	<b>87-89</b>	<b>3.3</b>
<b>B</b>	<b>84-86</b>	<b>3.0</b>
<b>B-</b>	<b>80-83</b>	<b>2.7</b>
<b>C+</b>	<b>77-79</b>	<b>2.3</b>
<b>C</b>	<b>74-76</b>	<b>2.0</b>
<b>C-</b>	<b>70-73</b>	<b>1.7</b>

**P=70 and above**

### Grade Point Average

GPA for students will be calculated, if at least 75% of the courses were taken with letter grades.

Approved by Faculty 10/9/17