

Subject: Evaluation of Academic Performance

Judgment regarding standards of evaluation for a student's academic performance is a faculty responsibility. Students should consult the policy on Student Academic Grievances for any matters of concern. No single grading component of courses taught at ADA University shall exceed the 40% of the overall course grade.

Class Attendance

Individual instructors may have different attendance requirements; it is the student's responsibility to check each course syllabus to determine policy and to speak to instructors regarding absences. Absences may adversely affect a student's grade. Students are required to make-up all work missed because of absence by the end of the term. If the student cannot complete the work by the end of the term, he/she may receive an Incomplete grade only at the instructor's discretion.

Students who miss more than twenty-five percent (25%) of classes will be assigned FX as a grade.

EAPP Class Attendance

EAPP class attendance policy excuses from two to four student absences per 7.5-week session, and four to eight absences per a 15-week session. See the table below:

Number of classes per level		Number of excused absences
7.5-week session	32-36	2
	50-54	4
15-week session	45-60	4
	90	8

Ten percent (10%) of the total course grade will depend upon physical attendance in class. For each additional absence, a student will lose 2.5 percent of his/her overall grade. In other words, four (4) absences extra to the excused absences will exhaust all 10 percent allocated for attendance.

Tardiness: EAPP students are responsible for arriving in class on time. Albeit the instructor may allow said student into the class, late arrival by 5 minutes or more is considered as a complete absence.

Final Exam Policy

- Students are expected to take final exams at the times scheduled by the Office of Student Records and Registration.
- Students with two exams scheduled for the same time, and students with three or more final exams on a given day should submit a request to reschedule an exam to the Dean's office of their academic unit.
- This request must be submitted via email no later than 3 days after the announcement of exam dates.
- Provided an exam can be rescheduled, the exam from the class with the lowest enrolment will be rescheduled.
- All rescheduled exams must occur during the final exam period.
- Unexcused absences at final exams may result in a failure for the course or similar substantial penalty.
- Students must follow any additional policies or procedures for final exams set by individual academic units.

Students are entitled to receive their final grades 96 hours after the completion of the exam period.

Repetition of Courses

Repeating courses can have academic and financial implications for the student.

- Graduate students must repeat courses with a grade of "C-" and below.
- Undergraduate students must repeat major core courses with a grade below "C-".
- EAPP students must repeat a level with an overall grade below "C".
- Withdrawal from a course counts as an attempt, but it is excluded in the Repeat process.

Students must contact their Academic Advisor as well as the Office of Student Accounts for additional information and assistance before deciding to repeat a course.

EAPP students have two (2) attempts to pass the same level. EAPP students are not eligible for a withdrawal.

Students are responsible for determining any academic or financial implications for repeating courses. In the context of this policy, passing a course includes meeting any stipulations needed to satisfy a University or major requirement.

Grades for each attempt of the same course are recorded on transcript, but only the highest grade and the credit associated with that grade will count toward the major GPA requirements. W is excluded in the Repeat process. Courses that are not identical in course subject and course number will appear on the transcript and each grade will be calculated in the student's GPA.

Grading System

Grades Calculated in Grade Point Average

GRADE	GRADE POINTS	GRADE SCALE PERCENTAGE	GRADE NAME
A	4.00	94-100	Excellent
A-	3.67	90-93	
B+	3.33	87-89	Good
B	3.00	83-86	
B-	2.67	80-82	
C+	2.33	77-79	Satisfactory
C	2.00	73-76	
C-	1.67	70-72	
D+	1.33	67-69	Poor
D	1.00	60-66	
F	0.00	00-59	Fail - Academic
FX	0.00	00	Fail - Administrative

Academic Fail (F): Academic Fail indicates the student's continuous enrolment in the course did not satisfy the Instructor's summative requirements for passing the course.

Administrative Fail (FX): The instructor assigns Administrative Fail in lieu of a grade of F (Academic Fail) when a student never attended or ceased attending the class or violated Honor Code.

Final numeric grades for courses are mathematically rounded before assignment of the relevant letter grade. For example, a total numeric of 93,45 will be rounded to 93 and will be assigned a letter grade of "A-"; a total numeric of 93,50 will be rounded to 94 and will be assigned a letter grade of "A"; a total numeric of 93,51 will be rounded to 94 and will be assigned a letter grade of "A".

Grades excluded from the GPA calculation as the result of course substitution or course waiver will be printed on the transcript with an asterisk.

Additional Posting Symbols for Grades in Courses

N - No grade or invalid grade submitted. It is assigned by the academic unit or appropriate administrative officer when an expected final grade has not been received before the grade posting deadline. The academic unit and the Office of Student Records and are expected to secure an appropriate final grade within one semester.

Grades Not Calculated in Grade Point Average

I - Incomplete

O - Audit (no credit)

P - Pass

W - Withdrawal from course (assigned when a student, under regulations governing changes in registration, withdraws, or is administratively withdrawn from a course after the final date for adding a course)

ZO - Administrative Withdrawal from audit

ZX - Administrative Fail in Pass/Fail Course

FZ - Academic Fail in Pass/Fail Course

Pass/Fail Grades

A grade of Pass indicates performance at a certain level:

- **Undergraduate students:** no less than letter grade “C-” on a conventional grading scale.
- **Graduate students:** no less than letter grade C on a conventional grading scale. Pass/Fail grades are not calculated in the GPA.

Students may select a set number of courses with Pass/Fail grade.

- **Undergraduate students:** no more than two Pass/Fail courses during their studies.
- **Graduate students:** no more than one Pass/Fail course during their studies. In any given semester, students may select only one pass/fail course.

The functional enablers (PDEV coded courses), Thesis, and Capstone project are not included in the rules above.

Incomplete Grades

At their discretion and before the end of the semester, professors may give an Incomplete status for a grade when a student, who could otherwise pass a course, is prevented from completing it during the semester due to extenuating circumstances.

The instructor must provide in writing to the student the conditions for satisfying the Incomplete and submit the Incomplete Grade form to the Office of Admissions and Student Records. Those conditions must include what work needs to be completed, when the work must be completed, and what the course grade will be if the student fails to complete that work. All incomplete coursework must be completed before the end of the following semester absent an agreement to the contrary.

Instructors will submit the grade of “I” and the conditions for completion to the Office of Admissions and Student Records when submitting all other final grades for the course.

The Office of Admissions and Student Records will assign the default grade of F automatically if students do not meet the conditions or if they are separated from the University.

Students on academic probation may not receive an Incomplete. Multiple outstanding Incomplete grades may affect the student’s ability to maintain Good Academic Standing.

Students may not retroactively withdraw from any course where an Incomplete grade has been recorded.

An Incomplete may not stand as a permanent grade and must be resolved no later than the end of the next semester. In addition, students will not be allowed to graduate while an Incomplete grade remains unresolved. Graduation may be delayed to the next graduation date in this case.

Grades for Thesis

Thesis credits are graded as Pass or Fail. Grades associated with Thesis course (P or FZ) affect student’s cumulative credits but are not used in computing the GPA.

At their discretion and before the end of the semester, professors may give an Incomplete status for a grade when a student, who could otherwise pass a course, is prevented from completing it during the semester due to extenuating circumstances.

An Incomplete may not stand as a permanent grade and must be resolved no later than the end of the next semester. Students requesting extension for one more semester will have financial implications and must get the approval of academic unit. In addition, students will not be allowed to graduate while an Incomplete grade remains unresolved. Graduation may be delayed to the next graduation date in this case.

In case a student fails Thesis, he/she will not be able to graduate.

Latin Honors

To be eligible for Latin Honors at graduation, undergraduate and graduate students must achieve the requisite cumulative GPA as indicated below.

Cum Laude	3.50-3.74
Magna Cum Laude	3.75-3.89
Summa Cum Laude	3.90 or higher

Latin Honors are calculated and recorded on the transcript by the Office of Admissions and Student Records upon graduation. Honors for State Diplomas require minimum 3.80 Cumulative GPA.

Student Academic Grievances

In cases of complaint or disagreement over academic matters not resolved by consultation among the parties, the University provides the student the right to initiate a grievance procedure, as described in the Student Academic Grievance Policy, attached herewith.