

# Tai Sophia Institute

## Standards and Practices

### Grading Policy

#### MONITOR:

Vice President for Academic Affairs

#### AUTHORIZATION:

Vice President for Academic Affairs

#### PURPOSE :

To ensure that grading is clear, understandable, and equitably applied by all faculty.

#### REVIEWED BY:

ACU, HRB, AHA and CHP faculty, the Associate V.P for Student Services/Registrar, and the Academic & Student Affairs Advisors

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#### STANDARD:

Grading of student performance must be clear, understandable, and equitably applied by all faculty in order to maintain a consistent record of student progress and success and to ensure equitable treatment of and provide feedback to our students regarding their achievements and challenges in meeting learning outcomes.

#### PRACTICE:

There are four primary grading options at Tai Sophia Institute: "P" (for pass); "F" (for fail); "W" (for withdraw) and (at the course level only) "I" (for incomplete). The grade of "P" denotes satisfactory work; the grade of "F" denotes unsatisfactory work; and the grade of I denotes that required coursework must still be completed before the instructor can assign a final grade. A student receive an "I" at the instructor's discretion, on the condition that the majority of the work required for the course has been completed and that the work in the course to date has been satisfactory. The grade "W" is used when a student withdraws from the course. Withdraws are arranged with an Academic & Student Affairs Advisor.

2. All work must be achieved at a minimum pass rate of 80% to be deemed satisfactory (P). If a score lower than 80% is given on an individual course quiz, exam or other assessment, the student must ensure that whatever additional assessments are made of his or her progress in the course will result in an average of the minimum 80% required to pass the course. It is the instructor's responsibility to determine what additional work or revision of work completed will be required to pass his or her course.

3. If a student withdraws from or fails a course, the student must retake the course the next time it is offered. In certain cases and at the discretion of the instructor, the student may be able to take the course as an independent study with a faculty member approved by the program director or the appropriate division chair. (This option may not be available for all courses). The student will be charged per credit at the current tuition rate. (Please see the section in the student handbook on auditing and repeating courses for more information about tuition costs). A student who withdraws from a course will receive a "W" on his or her transcript. The course may be deleted from the transcript if the course in question has not started.

4. If a student fails a comprehensive examination, s/he must re-take the exam. If the exam is failed a second time the matter will be reviewed and the outcome determined by a committee of faculty and student affairs representatives.

5. For some short courses and intensives, at the instructor's discretion, a student may receive a "W" grade rather than an "F" grade for non-attendance. This should only be done in the case of serious or acute illness or an emergency making it impossible for the student to attend the course. In such a case, the student must communicate with the faculty member and the Academic & Student Affairs Advisor in advance of the course or as soon as possible thereafter.

6. If a student receives an "I" for a course, he or she will enter into a written contract with the instructor that details what must be done and when it must be completed in order to pass the course. An incomplete grade that is not removed by the instructor's deadline, as specified in the contract for course completion, will automatically become an F. If the instructor does not specify a deadline, the incomplete will automatically turn into an "F" six months from the end of the trimester in which the course was taken. Only in extraordinary circumstances, with the approval of the program director, may the instructor extend the six-month deadline. All grades except "I's" will remain permanently on the student's transcript.

7. Clinic Exception: Exceptions to this grading policy are ACU 721/HRB721 –Faculty Supervised Core Group, ACU 720 – Supervised Diagnosis and Treatment, and HRB720 – Faculty Supervised Clinic for Clinical Track. In these courses, the student shall receive an initial grade of Incomplete if the student has not met the requirements for the trimester. No initial Fail grade shall be given. If the Incomplete grade is not resolved by the instructor's deadline on the Contract for Course Completion form or after six months (whichever is sooner) the grade will be discussed and decided upon at the next faculty consensus meeting.

### **Failed Courses**

1. Students who fail a course(s) must re-register and pass the remediated course. The original course shall remain in the (SIS) Student Information System database as a "F." The student shall earn an "R" on his or her transcript after successful remediation of the failed course.

2. If a student leaves a course without communicating to the Academic & Student Affairs Advisor his or her intentions to withdraw, the student will receive an "F" grade.