




Thursday, August 15, 2024

## Grading Policy

Learning assessment can go several ways. Assignments, exams, and forums. For assignments, students send a file; the instructor grades them and provides feedback. All exams and contests are administered through the password protected online platform. The online platform presents the results of exams and objective tests (that is, those with multiple options, true / false, etc. types of questions) instantly. The instructor manually checks open questions (for example, essay questions, short answer questions). The results are presented as soon as the instructor completes the grading.

MBTU expects students to adhere to the timeline and retake the policies provided by the course teacher and the program. The course instructor reserves the right to allow the reassigning of homework, exams and/or assignments.

 <b>Grading</b>			
<b>Letter Grade</b>	<b>Definition</b>	<b>Percentile</b>	<b>GPA</b>
<b>A</b>	Excellent	97-100%	4.0
<b>A-</b>		90-96%	3.7
<b>B+</b>	Good	87-89%	3.3
<b>B</b>		80-86%	3.0
<b>B-</b>		78-79%	2.7
<b>C+</b>	Satisfactory	75-77%	2.3
<b>C</b>		70-74%	2.0
<b>C-</b>		67-69%	1.7
<b>D+</b>	Insufficient	63-66%	1.3
<b>D</b>		57-62%	1.0
<b>F</b>	Failing	Below 57%	0.0
<b>I</b>	Incomplete		
<b>W</b>	Class Withdrawn		
<b>TR</b>	Transfer Credits		

Instructors can provide informal assessment through forums, chats, and other communication tools. This helps to provide continuous evaluation and feedback to students while preparing their formal assessments.

When a student sends a message with a question or posts a question in a forum, he expects the instructor to reply within 24 hours. For the evaluations specified by the instructor's review, grading and feedback, the response time is one week.

\*In case the student meets an unsatisfactory performance through the semester, they will receive a notification about this as well as a list of student resources, such as tutoring or extra tutoring hours with the instructor.

If the student fails to improve their GPA after receiving the notification, the student is sent to Academic Warning for the next semester.

Furthermore, if a graduate student continues showing poor performance, with a GPA below 3.0, he or she will go under Academic Probation and Academic Dismissal will happen once the student does not meet SAP standards for the third time.

If an undergraduate student continues showing poor performance, with a GPA below 2.0, he or she will go under Academic Probation and Academic Dismissal will happen once the student does not meet SAP standards for the third time.

### **Calculating grade point average (GPA)**

MBTU follows the US standard for calculating grade point average (GPA). The standard is to divide the total grade points earned by the total credits attempted. Grade points are calculated by multiplying the grade value by the course's credit value. For example, if a student receives a B in a 3-credit course, their grade points for that course would be 9 (3 x 3). Courses that do not receive a grade, such as pass/fail or audited courses, do not count towards the GPA calculation.

These are the steps for calculating GPA:

Identify the grade value for each completed course.

Multiply the grade value by the course's credit value to calculate the grade points earned for each course.

Add together the individual grade points to calculate the total grade points achieved.

Divide the total grade points achieved by the total credits attempted to calculate the GPA.

### **Accurately conducted grading**

The Academic Department is composed of the Academic Director and the Academic Coordinator. The Academic Director is responsible for ensuring that all grading is conducted accurately, fairly, and consistently. The specific responsibilities of the Academic Director to ensure that all grading is conducted accurately, fairly, and consistently include establishing clear grading policies and criteria for all courses and ensuring these policies are effectively communicated to both faculty and students. The Director provides training and ongoing support for faculty on grading standards and best practices. Regular reviews of grade distributions and patterns are conducted to identify inconsistencies or anomalies and ensure compliance with established policies. The Director regularly reviews and updates grading policies, solicits feedback from faculty and students, and maintains accurate records. Transparency is ensured by making grading criteria and policies accessible and clearly communicating any changes in a timely manner.