

**THE COLLEGE/UNIVERSITY OF THE BAHAMAS
POLICY ON GRADING**

1. General

- 1.1 All College/University of The Bahamas courses require the assessment of all students. Assessment is determined by any combination of assignments, tests, papers, laboratory exercises, class participation, projects, portfolios or examinations.
- 1.2 Within the first week of class, all students will be provided with a copy of the course outline specifying the assessment criteria and weighting approved by Academic Board.
- 1.3 Within the first two weeks of class, all students will be informed, in writing, of the description, scheduling and weighting of assessment items that will count towards the final course grade.
- 1.4 The final grade awarded and the semester hour credits earned for each course will be recorded for each student on a permanent student record (transcript).

2. Grade Reporting

- 2.1 In those instances where students are assessed by means of a final examination during fall and spring semesters, the Chair/Academic Head of the examining School/Unit will report course grades to the Records Department within 4 business days (96 hours exclusive of week-ends) of the final examination.
- 2.2 In those instances where students are assessed by means of a final examination during the summer sessions, the Chair/Academic Head of the examining School/Unit will report course grades to the Records Department within 2 business days (48 hours inclusive of week-ends) of the final examination.
- 2.3 In those instances where there is no final examination and where students are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the fall and spring semesters, the Chair/Academic Head of the School/Unit will report course grades to the Records Department within 4 business days (96 hours exclusive of week-ends) of the end of the final examination period.
- 2.4 In those instances where there is no final examination and where students are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the summer sessions, the Chair/Academic Head of the School/Unit will report course grades to the Records Department within 2 business days (48 hours inclusive of week-ends) of the end of the final examination period.
- 2.5 All grade sheets will be signed by the course instructor and Chair/Academic Head (or other officially designated person) of the School/Unit in which the course is offered and forwarded to the Records Department.

3. Grading System

- 3.1 The College/University of The Bahamas uses letter grades and the four point maximum grading scale. Grade A is the highest possible grade and grades below D are considered failing. Plus (+) or minus (-) symbols indicate grades that fall above or below the letter grades. Grades of A+ and D- are not used.

- 3.2 Grade points are awarded on the basis of the final grade assigned by the course instructor. No grade points will be awarded for an F grade. The grade point average (GPA) is determined by dividing the grade points obtained by the credit hours attempted (not credit hours earned). The COB/UOB grade point average is determined by using only work attempted at COB/UOB. The cumulative grade point average is determined by calculating all college work attempted. College preparatory (upgrading) courses are not included in calculations of credit hours earned, credit hours attempted, or grade point average.
- 3.3 The following indicates the grade points earned on the basis of the grade assigned and are used to designate final course grades:

GRADE	GRADE POINTS	INTERPRETATION	NUMBER RANGE
A	4	Mastery of subject matter, principles, techniques and application. Superior ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	90-100
A-	3.75	Superior knowledge of subject matter, principles, techniques and application. Superior ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	85-89
B+	3.50	Outstanding competence in subject matter, principles, techniques and application. Outstanding ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	80-84
B	3.00	High level of competence in subject matter, principles, techniques and application. Ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	75-79
B-	2.75	Above average competence in subject matter, principles, techniques and application. Above average competence in organising, analysing, synthesizing and integrating ideas. Reliability in attendance and attention to assignments.	70-74
C+	2.50	More than satisfactory competence in subject matter, principles, techniques and application. More than satisfactory ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	65-69
C	2.00	Satisfactory competence in subject matter, principles, techniques and application. Satisfactory ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	60-64

C-	1.75	Moderate competence in subject matter, principles, techniques and application. Moderate ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	55-59
D	1.00	Minimal knowledge of subject matter, principles, techniques and application. Barely passing performance overall. Reliability in attendance and attention to assignments.	50-54
F	0	Inadequate knowledge of subject matter, principles, techniques and application. Inadequate ability to organise, analyse, synthesize and integrate ideas. Unfulfilled requirements.	0-49
I	Not Included	Incomplete. A temporary notation awarded to a student receiving a passing grade for coursework but for whom extenuating circumstances prevent completion of the remainder of the coursework prior to the submission of the final grade.	
W	Not Included	Withdrawal. A notation reflecting a student's withdrawal from a course.	
XE	Not Included	Extraordinary Examination. A temporary notation awarded following approval of a request for an extraordinary sitting of a final examination.	
AU	Not Included	Audit. A notation reflecting that a course was not taken for credit. AU may not be awarded to students who register as credit students in a course.	
AG	Not Included	Aegrotat. Awarded on the basis of satisfactory completion of a major part of the course. Student must be unable to complete the course due to major illness.	
P	Not Included	Pass. Awarded for a course taken by Challenge Examination and any course approved for Pass/Fail status by Academic Board.	
S	Not Included	Satisfactory. Awarded for successful completion of a non-credit course.	
U	Not Included	Unsatisfactory. Awarded for failure in a non-credit course.	
T	Not Included	Transfer. Awarded for credits transferred from another institution.	

- V Not Exemption. Awarded on the basis of success on
Included an internal examination or prior learning or
professional experience.

4. Incomplete

- 4.1 An “I” grade is a temporary notation awarded by an instructor to a student who is receiving a passing grade for coursework and for whom extenuating circumstances prevent him or her from completing the remainder of the coursework prior to the submission of final grades.
- 4.2 An Incomplete Contract Form detailing the work to be submitted for completion as well as the deadline for such work must be signed by the student, instructor and Chair/Academic Head of the examining School/Unit and submitted to the Records Department with the grade sheet for the course.
- 4.3 An “I” grade that is not changed by the instructor by the end of the next regular semester automatically converts to an F.

5. Withdrawal

- 5.1 A “W” is a notation assigned by the Records Department reflecting an administrative action initiated by the student in accordance with regulations governing withdrawal from a course. “W” may not be assigned by the instructor.
- 5.2 The student must submit a completed Course Withdrawal Form along with proof of payment of the requisite fee to the Records Department prior to the date specified in the official College/University Calendar for the particular academic semester/session. Credit can be earned only upon successful repetition of the course.

6. Extraordinary Examination

- 6.1 The “XE” is a temporary notation assigned by the Records Department following approval of a request for an extraordinary sitting of a final examination and payment of the requisite fee.
- 6.2 A student may request an Extraordinary Sitting of a Final Examination if he or she
- 6.2.1 was hospitalised on the day of the original examination;
 - 6.2.2 can produce medical certification that he or she was ill and confined to bed on the day of or at least two days prior to the day of the original examination; or
 - 6.2.3 suffered a death in his or her immediate family (that is, parents, legal guardian, spouse, children or siblings) on the day of or the day immediately prior to the original examination.
- 6.3 Students must submit a Request for Extraordinary Sitting of Final Examination form to the relevant Academic Dean/Executive Director through the Chair/Academic Head of the examining School/Unit and forward the completed form along with proof of payment of the requisite fee to the Records Department.
- 6.4 Normally, an Extraordinary Examination must be sat no later than the next regularly scheduled examination period for the course.

7. Correction of Grade Errors

- 7.1 A course instructor may not change a grade after it has been filed with the Records Department, except in the case of clerical error.
- 7.2 Grade corrections must be indicated on a Grade Change Form that is signed by the instructor, the Chair/Academic Head of the School/Unit in which the course was offered and the relevant Academic Dean/Executive Director.
- 7.3 Grade corrections must be processed within one year of the end of the semester/session in which the original grade was awarded. In extenuating circumstances, exceptions to the one-year limit for correction of grade errors may be considered by petition to the Academic Dean/Executive Director.

8. Academic Complaints

- 8.1 Students with complaints about instruction or in-semester grading should refer them first to the course instructor.
- 8.2 If the student and the course instructor are unable to resolve the complaint, the student may meet with the Chair/Academic Head of the School/Unit responsible for the course and may submit a completed Academic Complaint Form to the Chair/Academic Head prior to the end of the last day of classes or the submission of final grades. The Chair's/Academic Head's written decision will be rendered within 5 working days.
- 8.3 The student and/or the course instructor may appeal the Chair's/Academic Head's decision by forwarding a copy of the Academic Complaint Form, the Chair's/Academic Head's decision and the resolution being sought to the relevant Academic Dean/Executive Director within 5 working days of the decision. The Academic Dean's/Executive Director's written decision will be rendered within 10 working days. The decision of the Academic Dean/Executive Director is final.

9. Final Grade Appeals

- 9.1 Once final grades have been assigned and transcripts issued, a student with evidence that an incorrect or inappropriate grade has been assigned should make every attempt to resolve the matter with the course instructor. A student may seek a grade appeal on the following basis
 - 9.1.1 clerical error made in calculating the final grade;
 - 9.1.2 standards or criteria used to determine the grade were inconsistent with the Course Outline approved by Academic Board or the course syllabus distributed at the beginning of the semester/session;
 - 9.1.3 standards or criteria used to determine the grade were inconsistent with those applied to other students in the course; and
 - 9.1.4 assignment of the grade was based on factors other than the student's academic performance.
- 9.2 If the student and the instructor are unable to resolve the matter, the student should submit a completed Final Grade Appeal Form along with proof of payment for the Grade Appeal to the Chair/Academic Head of the School/Unit responsible for the course within one regular semester of the posting of the final grade. The Chair's/Academic Head's written decision will be rendered within 10 working days of receipt of the Appeal.

- 9.3 The student may appeal the Chair's/Academic Head's decision by forwarding a copy of the Final Grade Appeal Form and the Chair's/Academic Head's decision to the relevant Academic Dean/Executive Director within 5 working days of the decision. The Academic Dean's/Executive Director's written decision will be rendered within 10 working days. The appeal to the Academic Dean/Executive Director is the final step. At the branch campuses, the procedure is identical except that the academic area coordinator shall substitute for the Chair/Academic Head.

10. Grade Records

Course grade records (the forms on which final grades are recorded for a specific class) are College/University records which must be maintained for at least five years after the end of the semester/session. Chairs/Academic Heads of Schools/Units responsible for the course are responsible for identifying an appropriate storage location. The Chair/Academic Head (or other officially designated person) and the course instructor will have ready access to these records.

11. Course Repeats

- 11.1 Students may repeat any College/University course, including courses from which they have withdrawn. If a course is repeated, the highest grade achieved will be used to compute The College/University grade point average. The series of repeats and grades is retained on the student's academic record (transcript).
- 11.2 Students may repeat a course if it has been approved by Academic Board for repeat credit. This applies to courses designated as "May be repeated for credit" in the College/University catalogue which also lists the maximum credit limitation or the maximum number of times a course may be repeated for credit.
- 11.3 Students may repeat courses they have failed.
- 11.1.1 A student who fails a course three times must seek permission to repeat the course by submitting a Request to Repeat A Failed Course form to the relevant Academic Dean/Executive Director through the Chair/Academic Head.
- 11.1.2 A student who is given permission to repeat a failed course may be required to take and pass the course prerequisite before attempting the course for the fourth time or may be required to complete remedial work or engage in peer tutoring or supplemental instruction.
- 11.1.3 The series of repeats and grades is retained on the student's academic record (transcript).