



## The American University of Kurdistan Policy of Curriculum – Grading and Evaluation Procedures

Policy Number: AS018

Effective Date: June 15, 2021

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### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose is to set forth a policy to establish a formative assessment of student work by a faculty of a course as a principle that drives educational activity and achievement at AUK and allows for summative evaluation, or grading, of that achievement. This policy also provides the meaning and consequences of the possible assigned letter grades regarding a student’s GPA, transcript, and academic progress and standing.
- c. **Scope:** This policy applies to all enrolled students, faculty, and programs.

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Deans and/or Department Chairs
- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Office of Provost

### III. DEFINITIONS

- a. **Summative Evaluation:** Summative evaluation is assessing a student's educational development compared to a standard or benchmark at the end of an academic period, such as a semester. A final course grade is one form of summative evaluation.
- b. **Formative Evaluation:** Formative evaluation is developmental feedback given periodically and/or episodically as part of a study, course, or workshop to determine the type and/or direction of further efforts toward the educational goal of the study or course.
- c. **Academic Attendance:** Academic attendance is defined as several forms of student participation in face-to-face/online classes, academic assignments, exams, and study groups, online instructional resources, online academic discussions, and course-related academic discussions with faculty members.

### IV. POLICY STATEMENT

The assignment of grades based on the evaluation of required student work is central to academic integrity in student learning and the assessment of student learning. The assignment of grades based on the evaluation of student work is also the heart of the University's integrity.

The grading of a student's work is based on the learning objectives/outcomes and the methods and criteria of evaluation stated in the course syllabus. A grade for a course is a final, summative evaluation of the student's work in the course.

Grades should reflect student achievement levels on student learning outcomes and standards presented to students at the beginning of a course in the course syllabus. Only the faculty of record is charged with evaluating a student's work based on the syllabus's outcomes, activities, and evaluative criteria.

This policy grants authority and responsibility for assigning grades to only the faculty of record in a course within the context of the University policies and procedures and consistent with the University of higher education's academic freedom to set standards. If the faculty becomes unavailable, the policy provides for another qualified faculty member to assign a grade.

In the case of insufficient academic attendance on the student's part that causes faculty not to generate any grade, this policy also allows faculty to use the University's attendance policy as the basis (See below V.b.) to deduct the points as necessary for excessive absenteeism. It defines the consequences of such grades for a student's GPA, academic progress, and transcript.

If a student feels that an erroneous or wrongful grade has been assigned to his or her work, this policy directs that student to the policy of Student Academic Grade Grievances for remedy.

### V. GRADING AND EVALUATION PROCEDURES

- a. Once a student has enrolled in a course or study with a faculty, both student and faculty have responsibility for the educational results. The faculty must provide learning

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outcomes and evaluative standards, while the student must provide substantive original work that demonstrates engagement with the learning outcomes and activities of the course or study and thereby the status of his or her progress toward those outcomes

- b. Attendance of all academic and ELI classes is mandatory. Students are obligated to complete all assigned work and attend class regularly. The maximum allowed absence from class is 10 percent of the scheduled class sessions. This maximum percentage of absence may increase to 15% in case of the presence of a legitimate excuse such as health issues or bereavement of a first degree relative only. Students who exceed the maximum allowed absence from class in a particular course will fail that course and will not be permitted to take the final examination.
- c. The faculty must respond with timely and thoughtful feedback on student's work, addressing both the quality of the current work and directions for further effort and development towards the outcomes. The student should then attempt to apply that feedback to ongoing efforts in the study or course and appropriate subsequent studies or courses.
- d. Faculty can only evaluate student work that is submitted in a timely way for evaluation and feedback. It will be difficult for faculty to submit the evaluation if any student does not attend the course regularly, in which case the cycle of effort and feedback cannot be established by the faculty. As a result, the faculty will be unable to provide formative assessment and assign meaningful summative grades.

## VI. GRADE

- a. The AUK uses the following individual letter and numeric grading system. Grade point averages are computed on the following scale with points calculated for each hour of credit attempted:

Letter Grade	Numerical Grade	Grade Points
A	90 – 100	4.0
B+	85 – 89	3.33
B	80 – 84	3.0
C+	75 – 79	2.67
C	70 – 74	2.0
D+	65 – 69	1.67
D	60 – 64	1.0
F	Less than 60	0.0

\* (F) means the student failed the course

- b. In order for a student to graduate with a bachelor's degree his/her overall Grade Point Average (GPA) should be at least 2.0 and above. Students who have less than 2.0 GPA

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will not graduate, and they will need to take extra courses until their GPA reaches the required threshold for graduation.

- c. Students with less than 2.0 overall GPA will not be allowed to take more than four courses in a semester to allow them to improve their GPAs.

### VII. COLLEGE OF NURSING GRADING AND EVALUATION PROCEDURES

- a. Due to the nature of the nursing profession, safeguarding patients' safety is the priority. Also, the complexity of current healthcare demands is noted. Therefore, the standards of the Bachelor of Science in Nursing (BSN) program are set high. The program provides the educational and experiential base for entry-level professional practice and the platform for building a career through graduate-level study.
- b. In alignment with the grading criteria in nursing bachelor's degree programs in the U.S. universities, the AUK College of Nursing uses the following grading system:

Letter Grade	Numerical Grade	Grade Points
A	90 – 100	4.0
B+	85 – 89	3.33
B	80 – 84	3.0
C+	75 – 79	2.67
C	70 – 74	2.0
F	Less than 70	0.0

\* (F) means the student failed the course

#### c. Nursing Students Academic Progression Policy

- i. The College of Nursing's academic progression policy aligns with other Bachelor of Nursing degree programs in the U.S. universities.
- ii. The College of Nursing's academic progression policy supersedes University policy.
- iii. Successful completion of the nursing major requirements is defined as a grade of "C" or better according to the University grading scale.
- iv. Successful completion of required Nursing courses is defined as a "C" or better according to the College of Nursing Grading Scale.
- v. All major requirements and required Nursing courses may only be attempted two times.
- vi. Attempts are defined as earning a grade in a course or late dropping the course.
- vii. Medication Calculation Competency: Nursing students are required to demonstrate proficiency in medication calculations. Each student must achieve a grade of 85% or higher in order to pass the exam. Anyone unsuccessful on the first attempt will take a second exam per faculty recommendation, which must include remediation. Failure to pass the second

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calculation exam will not meet the clinical objectives/learning outcomes of the course. This will prevent the student from achieving a passing grade in the course.

### **VIII. POLICY HISTORY**

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 14, 2021
- c. **Amended:** June 14, 2021