

Grading Policies

GRADING SYSTEM

Grading

The University's grading system is as follows:

	Percentage	Grade	Status/Grading Points
Excellent	92.5 – 100	A	4.00
	89.5 – 92.49	A-	3.70
Above Average	86.5 – 89.49	B+	3.30
	82.5 – 86.49	B	3.00
	79.5 – 82.49	B-	2.70
Average	76.5 – 79.49	C+	2.30
	72.5 – 76.49	C	2.00
	69.5 – 72.49	C-	1.70
Below Average	66.5 – 69.49	D+	1.30
	60.0 – 66.49	D	1.00
Unsatisfactory	Below 60	F	0.00

Cumulative Grade Point Average Calculation (CGPA)

The CGPA is calculated by multiplying the course credits by the quality points. The total of quality points is then divided by the credits earned to represent the CGPA. For example:

Letter Grade	Quality Points	Credits Attempted	Total Quality Points Earned
A	4.0	4	16
B	3.0	4	12
F	0	4	0
	TOTAL	12	28

28 Quality Points earned divided by 12 credits (28/12), represents a CGPA of 2.33.

Non-Credit Grades

A student may receive one of the following grades when the course is not completed or the requirements for earning course credits are not met:

I	Incomplete*
WP	Withdrawal/Within Deadline**
WF	Withdrawal/After Deadline**
TR	Recognizes completion of equivalent credit at another, or this institution
NC	No Credit
AU	Audited/No Credit**
RT	Used to identify a repeated course for which a higher grade was earned and indicated elsewhere on the transcript. ****

* No credit awarded. Converts to F if not completed in specified period

** No credit awarded

*** Higher of two attempts included in GPA

Grade of Incomplete

In certain circumstances where a student is unable to complete the coursework prior to the end of the semester, the student may file a petition to receive an Incomplete grade. The instructor's approval is required. Incomplete grades will be indicated by a mark of "I" on the student's grade report and transcript until the student either successfully completes the course requirements, where the "I" will be changed to a letter grade earned or fails to complete the course requirements, where the "I" will be changed to the grade earned prior to the approval of the incomplete.

Provided faculty approval, students have a maximum of one semester, following the semester for which an incomplete is given, to successfully complete any deficient coursework.

GRADE CHANGES AND APPEALS

A grade change may be made only in the case of a declared clerical or other administrative error. The definition of a clerical error is a typographical error or the unintentional error made by the instructor or by an assistant in calculating or recording the grade.

An appeal for a change of grade must be initiated by the student and must first be approved by the instructor and the Chief Academic Officer of the school. The instructor must also submit the Grade Change Form, approved by the Chief Academic Officer, before it can be accepted by the Registrar's Office. An appeal for a change of grade must be initiated as soon as possible, but within a semester following the semester that the incorrect grade was assigned, to insure and confirm that proper documentation is available.

Written Comprehensive Examination

A prospective doctoral student is required to pass a set of Written Comprehensive Examination as soon as possible but no more than 15 months after beginning the program.

The comprehensive examination will be written. It includes subjects that are deemed by the department to represent sufficient in-depth preparation and breadth for advanced study in the degree program.

Each prospective doctoral student taking the examination will be notified of “passing” or “failing” the examination within a month after taking the examination. A prospective doctoral student must pass the Written Comprehensive Examination within the first two years of study in the degree program.

Only those students who pass the comprehensive examination shall be allowed to continue in the doctoral program. The comprehensive examination can be repeated only once at the discretion of the Doctoral Advisory Committee. A student failing the comprehensive examination the second time is disqualified from pursuing the doctoral degree at CUBT, and will be withdrawn.

Doctoral Research and Defense

After passing the Comprehensive Examination, the student shall present a research plan/proposal to the Doctoral Research Committee for the subject of the research work.

It is the student’s responsibility to obtain consent from a faculty member in the student’s major department to serve as his/her prospective dissertation advisor.

On the student’s request, the dissertation advisor will form a Doctoral Committee. The committee will consist of at least three members, including the dissertation advisor and at least two members. The committee must also include at least one member from outside the department. The Doctoral Committee will review the student’s proposed program of studies and determine any further changes that may be required prior to approving the proposal.

After completing the dissertation, the student must present the results, findings of the research to the Doctoral Committee orally and obtain critiques, feedback, and suggestions from the committee. Before the degree is to be conferred, the candidate must submit to the Department two copies of the final version of the dissertation describing the research in its entirety.