



Grading Policy:

Grades System and Scale:

Faculty members will provide students with performance evaluations for each course. Grading is based on the results of the course assignments, exams, and other criteria established at each course syllabus. Grades are posted one week after the end of each term into the student's records and sent by the faculty member, using the university email. Student grade information shall be protected in accordance with the Privacy Act. The following chart identifies the University grading scale, and its equivalent grade point average for GPA calculation purpose:

Grading Scale

Grade	Quality Points	Percentage
A+	4.00	96 points and
A	3.75	91-95
B+	3.50	86-90
B	3.00	81-85
C+	2.75	76-80
C	2.50	71-75
D+	2.00	66-70
D	1.75	61-65
F	0	60 and below

In addition to the grades described above, these letters are used to indicate the status of a course grade and have no effect in the calculation of grade point average (GPA).

I	Incomplete
W	Withdrawn from the course
T	Transferred credit



Calculation of Grade Point Average (GPA):

A Grade Point Average (GPA) for each student is calculated at the end of each term. This average is computed for the term's academic result and is also cumulative for the entire period the student is registered in the University. The GPA is the average number of quality points per credit hour attempted. At SUMMA University, the cumulative GPA for graduation requirement is a minimum of 3.00 ("B") for graduate programs.

The number of points for a course is calculated by multiplying the number of credit hours by the quality points earned. The points are summed for all courses and divided by the total number of credit hours to produce the overall GPA.

Appealing a Grade:

Students may appeal a grade that they believe was assigned as a result of an error or on some basis other than performance by the faculty member. Student may appeal within 30 days following the posting of the course grade.

A student is encouraged to appeal a grade if a faculty member uses different standards than those applied to other students in that course. Also, if the assignment of a grade or competency evaluation that is a substantial departure from the faculty member's established criteria as stated in the course syllabus.

Procedure:

If a student believes that a grade has been assigned erroneously or arbitrarily, the student must contact the faculty member. The objective of this interaction is to reach a mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade.

If the problem cannot be resolved, the student has the right to appeal the grade by means of a formal resolution process. This formal process starts with the submission of "Grade Appeal Request Communication". This



communication is submitted by e-mail to the Office of the Registrar containing the following information:

- The student must include a request for review of the grade and provide evidence that the grade is either incorrect or given arbitrarily as defined in this policy.
- The student must provide a comprehensive statement that fully describes and documents all evidence that supports his or her claim.

The Office of the Registrar will assign a panel consisting of an academic officer and designated faculty member(s) with expertise in the course in which the appeal is requested. The panel designee will request the faculty member involved in the appeal to submit a written response to the student's appeal. Upon evaluation of the evidence and hearing from all involved parties, the panel will issue a decision and set forth a resolution to be implemented. The panel designee will report the panel's decision to all involved parties as soon as possible. A record of the panel's decision will become part of the student's official academic record. Both parties have the right to appeal the panel's decision.

If either party chooses to appeal the panel's decision, he or she must submit a written appeal request to the president's designee. The appeal request must be submitted via email to the Office of the Registrar within 10 calendar days of them being sent notification of the panel's decision. The Director of Academic Affairs will designate a new evaluator to review all evidence, records, evaluations, and panel decisions. Following the review, the designee will issue a decision and report it to all involved parties as soon as practicable. The decision will determine one of the following:

- a) Uphold the findings of the panel.
- b) Reverse the findings of the panel.
- c) Direct the panel to provide additional information.



d) The designee will determine his or her own findings. The decision of the designee is final and not eligible for further review under another policy.

Student Participation and Engagement:

Student participation and engagement is critical to student learning. Engagement involves students devoting time and energy to learn course materials and skills, demonstrating that learning, interacting in a meaningful way with others in the online class, and becoming emotionally involved with their learning. The Social Learning model seeks to achieve this by getting students excited about course content, by integrating practical applications and role play techniques so that students enjoy the learning and/or interactions. This has been deliberately incorporated into the courses from the design process. Therefore, SUMMA University believes in its social learning model that only students are truly learning when they are engaged in communication with others about what they are learning, have a succession of appropriate assignments to apply their skills/knowledge, and receive feedback from their classmates and Faculty Members.

At the same time, there is a lot of emphasis to track student's participation and assignment completions per course in order to contact students that are falling behind. If a student is not actively participating in a course within a period of one (1) week, the academic advisor to ascertain the conditions that are preventing the student from participating and give advice on time management techniques and set up a course of action to assist the student will contact the student.

Repeated Courses Policy:

A course in which a letter grade of less than 3.00 "B" is earned must be repeated. Only a higher grade is used in computation of a cumulative grade point average once the course is successfully completed. However, all attempts will be noted on the transcripts. The repeated course will appear with brackets on the



transcript. Students are allowed one opportunity to repeat a course they have completed and for which they have been assigned a grade for the purpose of raising his or her grade. No more than two (2) courses may be repeated in a graduate program. All attempts will be noted on the transcript. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating Academic Standing status.

Enabling Exams:

The student will have activated a personalized Qualification Plan in the Academic Support module, available on their virtual platform. In this space, you will locate the subjects in which you have not reached the average level of the group, being able to request their activation after viewing the general conditions for this. The subject will be enabled for one (1) month, during which the student will have the study material for preparation. The student may take a maximum of one (1) qualification per month, notifying his / her academic mentor, by email, within a minimum period of ten (10) business days prior to the requested qualification date.

The qualification obtained in the Enabling Plan will have the character of a final grade, passing with a minimum grade of 3.00 (B). The Habilitation Plan is developed without teacher support. The qualifying activities to be carried out are: Initial self-assessment, Report of each class and Final Exam. The cost of each Habilitation Plan will be informed to the student prior of its activation.

Student Records / Transcripts:

An official copy of a student's academic record at SUMMA University that bears the official seal of the University, and the signature of the Registrar is referred to as a transcript. Requests for transcripts must be sent in writing to registrar@summauniversity.us and accompanied by a \$10.00 fee for each copy.



Financial indebtedness to the University will prevent the release of a student's transcript. Since the Registrar can only verify the authenticity of course work earned at SUMMA University, transcripts entrusted to the University from other institutions cannot be duplicated and given to the student or other external individuals without the expressed written permission of the institution and the student.