
	UNIVERSITY OF PASADENA (UPAS) Operational Procedures		
	Doc # :PO-AC-04.2	Title: Grading Policy	
	Rev # : 05	Approved By: Chief Executive Officer (CEO)	Date : 07 Oct 2019

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Academic Officer (CAO)	12 Oct 2015
2	No change	Chief Academic Officer (CAO)	10 Oct 2016
3	No change	Chief Academic Officer (CAO)	09 Oct 2017
4	No change	Chief Academic Officer (CAO)	08 Oct 2018
5	Grade X,S letter grade explanation added. Grade range calculation with cumulative percentage and percentile made clear.	Chief Academic Officer (CAO)	07 Oct 2019

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1. Purpose

1.1 The Assessment and Grading Policy establishes a framework for evaluation of various components of curriculum delivery that ensures consistency of marking and subdivision of grades.

2. Scope

2.1 This policy applies to all Faculty/Instructor of the university. Students are encouraged to read the policies to develop a good understanding of how they are expected to perform

3. Definitions

3.1 Grades will reflect a student's achievement in regards to the learning objectives defined for the curriculum guide.


4. Responsibility

4.1 Chief Academic Officer (CAO) is responsible for assuring that all grading is conducted accurately, fairly, and consistently across all courses offered.

5. Procedure/Process

5.1 Curriculum Delivery

- The curriculum is delivered through a robust Learning Management System (Moodle), which requires the student to sequentially navigate through the various modules. The student is assessed in multiple ways as he or she navigates through the course. The following forms of assessments are built into the system to ensure outcome achievement.
 - *Class Quizzes*: These are quizzes presented to the student following the completion of every topic that tests the understanding of the students. These are multiple choice questions that are graded automatically where the student has to score a 100% to move on to the next topic. The student will have multiple attempts to achieve this. The goal here is to ensure that the student has a firm grasp on the concepts before he or she moves to the next topic. The scores in these quizzed don't count towards the final grade.
 - *Assignments*: These are set by the faculty, and faculties are required to give at least three assignments for a course. These assignments are manually graded by the faculty where they assess the work of the student and provide feedback.
 - *Exams*: A midterm and a final exam is given to students which may involve both automatically and manually graded portions. Once students take the assessments, faculties will evaluate them, give grades and provide feedback.


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- *Discussion Board:* Students are required to participate in discussion boards, which are closely monitored by the faculty. Their participation level is graded using a rubric and the grade they receive here will count towards their final grade.
- *Projects/Internships:* Students are required to complete at least one Capstone Project to graduate. Students are encouraged to take up internships as well.

5.2 Assessment

- Class Quizzes: These are automatically graded by the system. They don't count towards the final course grade for the student. But students have to score a 100% to move on to the next step. They may take multiple attempts to do this.
- Assignments & Exam questions that need manual grading: The faculty shall be responsible to record a numerical mark for each assessment task for each unit where appropriate, to facilitate the calculation of an overall cumulative mark. The cumulative mark for the unit is stored in the grade book. Grading will be done based on achievement of outcomes that students demonstrate through their submissions. The faculty shall provide easily understood feedback enabling the student to enhance their learning.
- Multiple Choice Questions in Exams: These are automatically graded by the system and marks are stored in the grade book.
- Discussion Board Participation: All students are required to participate in discussion boards, and their participation is evaluated which counts towards their final course grade. The evaluation of this is done using the discussion board rubric
- Projects/Internships: Projects and internships are also evaluated using the respective rubric.
- The following table shows how the final grade of the student is calculated.

ASSIGNMENT 1	10
ASSIGNMENT 2	10
MIDTERM ASSESSMENT	30
ASSIGNMENT 3	10
FINAL ASSESSMENT	30
DISCUSSION BOARD PARTICIPATION	10
Total	100%

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5.3 Subdivision of Grades:

- Faculties use the total course grade calculated at the end of the course to provide a letter grade to the student.
- When more than 5 students take a particular course, faculties are allowed to use curving to award letter grades.
- If the number of students is less than 5, then the following is a suggested scale for the faculty to award letter grades based on their **Cumulative Percentage** of marks scored in the course.

Cumulative Percentage	Grade
80 or above	A
75-80	A-
70-75	B+
65-70	B
60-65	B-
55-60	C+
50-55	C
45-50	C-
40-45	D
Less than 40	F

- If the number of students is more than 5, then Percentiles are calculated based on their marks and the grades are assigned as per the following **Percentile-Grade** Allocation Table.

Percentile	Grade
95 or above	A
90 – 95	A-
85 – 90	B+
80 – 85	B
75 – 80	B-
70 – 75	C+
65 – 70	C
60 – 65	C-
55 – 60	D
Less than 50	F

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5.4 Grade Point Determination

- The following systems of grade points are used to evaluate a student’s level of achievement.
- A student’s general standing is the result of the total number of grade points earned, divided by the total number of semester hours taken.

Grade	Points	Grade	Points
A	4.0	A-	3.75
B+	3.50	B	3.0
B-	2.75	C+	2.50
C	2.0	C-	1.75
D	1.0	F	0
I	*Incomplete	WP	Withdraw Passing
S	Satisfactory (C or above, hours not included in GPA)	X	Dropped with approval (hours not included in GPA)
WF	Withdraw Failing	P	Pass (challenge)
AU	Audit (no credit)	CR	Credit

6. Review

University of Pasadena reviews the grading policy every year.