

# GRADING AND STUDENT PERFORMANCE

Experience has clearly shown that students currently informed of their progress and the basis upon which that progress is evaluated are more highly motivated to learn than are students not so informed. Students are to be informed in writing of the objectives, requirements, and standards for each course on the course syllabus. These syllabi must be distributed at the beginning of the course, normally during the first class period in the traditional day program and posted on the Canvas Learning Management System two weeks prior to the start of courses.

## 1. Grading

The grading matrices can be referenced under the "Undergraduate Grading Matrix" and "Graduate Grading Matrix" headings (under Registration & Course Information) in all three student catalogs.

### Traditional Undergraduate

- Undergraduate Grading Matrix (<https://catalog.baypath.edu/traditional-undergraduate/registration-course-information/>)

### The American Women's College

- Undergraduate Grading Matrix (<https://catalog.baypath.edu/american-womens-college/registration-course-information/>)

### Graduate Division

- Graduate Grading Matrix (<https://catalog.baypath.edu/graduate/registration-course-information/>)

## 2. Student Performance Recommendations

Faculty should endeavor to identify students who are having difficulty in a course and conference with him/her as early as possible. At a minimum, a conference with each student performing at a below-average level is to be scheduled by mid-semester. The purpose of these conference periods is to evaluate student achievement in each course and to communicate this information to students with recommendations for ways to improve performance. Faculty should also submit concerns via the Early Alert System regarding students who are having difficulty with course expectations including, but not limited to, assignments and attendance.

Faculty members are expected to return all written work and examinations (with the exception of substantive papers and projects) no later than one week after the work is submitted. This is especially important in accelerated programs.

### Incomplete Work

The incomplete grade policy differs by division and can be referenced under the "Incomplete Grades" heading (under Academic Policies and Procedures) in all three student catalogs.

### Traditional Undergraduate

- Incomplete Grades (<https://catalog.baypath.edu/traditional-undergraduate/academic-policies-procedures/incomplete-grades/>)

### The American Women's College

- Incomplete Grades (<https://catalog.baypath.edu/american-womens-college/academic-policies-procedures/incomplete-grades/>)

### Graduate Division

- Incomplete Grades (<https://catalog.baypath.edu/graduate/academic-policies-procedures/incomplete-grades/>)

## Course Withdrawal

The course withdrawal policy differs by division and can be referenced under the "Course Withdrawal" heading (under Registration & Course Information) in all three catalogs.

### Traditional Undergraduate

- Course Withdrawal (<https://catalog.baypath.edu/traditional-undergraduate/registration-course-information/>)

### The American Women's College

- Course Withdrawal (<https://catalog.baypath.edu/american-womens-college/registration-course-information/>)

### Graduate Division

- Course Withdrawal (<https://catalog.baypath.edu/graduate/registration-course-information/>)

## Grade Reports

With the online reporting system, students access their final grade reports electronically. Grade reports are available to students in the My Bay Path portal. This online tool shows the grade received in each course, the total credits attempted, the total credits earned, and the grade point computations. Printed grade reports will be sent only on written request to the Registrar.

Inaccuracies on grade reports should be reported to the Registrar within three weeks. To correct a student grade, the faculty member must submit in writing the change of grade to the Registrar. All grade changes must be completed in a timely manner.

## Academic Progress and Final Grade Reports

The student's achievement in all courses is evaluated regularly. Progress reports are issued to students at midterm for any courses in which achievement is below "C-." With the online reporting system, students will access their final grade reports electronically. Final grade reports to parents or guardians of dependent students will only be sent upon the written request of the student to the Registrar.

To fulfill the quality requirements for graduation, students are required to present a cumulative grade point average of 2.0 for Bachelor's and Associate's degrees.

The following recommendation has been made by the faculty with respect to extra assignments:

*Sufficient opportunities should be given to the student to adequately demonstrate their level of achievement in a course; therefore, it is recommended that students who have marginal passing or failing grades not be permitted to do extra work for the purpose of raising their final grade. If extra work is accepted by a faculty member for this purpose, the privilege must be extended to all students in the class at all achievement levels.*