

Antioch University

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October 2011

### 5.229 Grade Equivalency

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Grade Equivalency</b>  <b>Policy 5.229</b>	
<b>Academic Policies</b>		<b>Effective date: November 4, 2013</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
Approved	Chancellor	N/A	June 1, 2000
Revised	Chancellor	N/A	June 3, 2013
	Chancellor	N/A	November 4, 2013
	Chancellor	N/A	July 1, 2021
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Faculty

## I. Introduction and Purpose

A. It is the intent of Antioch University that its academic records are as truthful and complete a record of student achievement as possible. Transcripts of these records are of substantial value to students, to potential employers, and to graduate schools or administrators of other opportunities that may interest Antioch graduates and former students.

B. Antioch University rejects symbolic letter or numerical grades as its routine method of evaluating student performance and of reporting the quality of a student's academic achievement. It reaffirms its belief that a more meaningful and useful evaluation and report can be obtained from narrative evaluations written by the faculty members who award the credit.

C. Antioch University recognizes that maintaining a narrative evaluation system will require continuing efforts to orient students and faculty new to Antioch whose past experiences may have been only with grades. It recognizes that narrative evaluations are likely to be puzzling to schools, employers, and other agencies accustomed to receiving grades; and

it recognizes that it has a continuing responsibility to explain and interpret its evaluation system.

## **II. Evaluating Student Performance**

A. The award of academic credit at Antioch University is based upon evaluation by a faculty member competent in the matter being certified and in a position to have appropriate and adequate evidence that the learning, achievement, competence, or other matter certified has been met.

B. To support the award of credit or denial of credit, the instructor shall submit a written narrative evaluation of the quality and characteristics of the student's performance in the learning event. The instructor is expected to complete an evaluation for each student in every course or learning activity for credit. Narrative evaluations are part of a student's permanent academic record and may be requested by the student to accompany the transcript. The student may request that any, all, or none of the narrative evaluations accompany the transcript; no evaluations will be released unless requested by the student.

## **III. Policy on Grade Equivalency**

A. As a minimum standard, academic credit may be awarded only if the student's performance is at least "satisfactory." Antioch University defines "satisfactory" to mean the following: For undergraduate credit, the student has performed at a level which would be considered at least a "C" or better in a graded system. For graduate credit, the student has performed at a level which would be considered "B" or better in a graded system.

B. Antioch University does not encourage the use of letter grade equivalents. However, it recognizes that circumstances within a particular campus, school or program may make letter grade equivalents useful or expedient. An Antioch campus, school or program may choose to allow instructors in any or all of its courses to provide an "unofficial letter grade equivalent" in the context of the narrative evaluation, provided the student has requested the grade equivalent. In addition, campuses schools or programs may choose to allow unofficial letter grade equivalents and unofficial letter grade equivalent averages to be reported separately from narrative evaluations, only if required by external agencies providing

financial assistance for students. In no case shall a grade equivalent be recorded on a student's transcript or represented to be an official letter grade.

C. If a campus, school or program elects to allow students to request and instructors to assign grade equivalents, it shall define and publish:

1. The meaning of these grade equivalents (e.g., a grade equivalent of "A" means "excellent performance in all standards," etc.).
2. Who is responsible for assigning the grade equivalent (e.g., only the instructor for the course).
3. When the grade equivalent must be requested by the student (e.g., the beginning of the term; end of term; or during the term).
4. An appeals process for changing or removing the grade equivalent and the timeframe for such a process. (e.g., to whom does the student appeal; whether a grade equivalent may be removed once requested and assigned).
5. Whether or not an "unofficial grade point average" may be calculated based on the unofficial letter grade equivalents, and, if it may be done, a definition of the "unofficial point system" and process for making the calculation.

**Policy Cross Reference**

Grading System and Transcript Recording Policy	Policy # 5.227
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