

Evaluation & Grading

Repeating Courses

Students may repeat courses to improve grades and grade-point averages. However, the last grade received following each repetition becomes the grade of record. In all instances, the transcript will continue to show the previous registration(s) and grade(s) received.

Any Quincy University courses repeated to improve a grade must be taken (repeated) at Quincy University. Courses repeated elsewhere will not affect the Quincy University grade point average. Repeating courses may affect athletic and financial aid eligibility.

Pass-Fail Option

A Pass-Fail option is provided to encourage upper-level students to explore subjects outside their major disciplines.

Junior or senior students may register for one course from the regular curriculum per semester on Pass-Fail. In doing so they agree to the following conditions: 1) once registered they may not revert to the conventional grading system; 2) a failing grade will count against the grade point average; 3) the course cannot be used to fulfill any general education requirement; 4) no course in the major or minor discipline may be taken Pass-Fail.

Courses taken Pass/Fail at other institutions normally are not accepted in transfer. However, the student may petition the Vice President for Academic Affairs for acceptance of such courses according to the above policy.

This policy does not apply to activity courses in physical education, which may be taken on Pass-Fail by any student.

Warning: students who change majors face repeating any course previously taken Pass/Fail.

Final Examinations

Quincy University holds that evaluation of student achievement is required in all courses. Deciding the need and nature of final examinations as a means of evaluation is the responsibility of the instructor in each course. Final examinations for traditional semester courses are scheduled during a special examination period after the regular session of classes at the end of each semester.

Assessment

Assessment at Quincy University is to facilitate the continuous improvement of teaching and learning in a learner-centered environment. Its purpose is to provide evidence about the extent to which our students are successfully and effectively learning; that our faculty are appropriately guided and supported while engaged in teaching; and that our policies and resources are distributed toward those ends, in keeping with the mission of the University.

Assessment is not intended to be an end unto itself. Rather, it is a vehicle to effect educational improvement, bringing the values and vision of the institution into the reality of our teaching and learning processes. Further, the assessment of academic success is an essential component in the evaluation of overall institutional effectiveness.

To ensure the greatest possible degree of effectiveness, assessment of student learning at Quincy University will be appropriately integrated at four inter-connected levels:

- A. The Student
- B. The Course
- C. The Program
 1. General Education Program (GEP)
 2. Degree Programs
- D. The Institution

Additionally, the QU assessment program will operate within the following guidelines:

1. It will be an on-going process designed to acquire, analyze and disseminate relevant data over time.
2. It will be a cumulative process that initially builds a body of data to guide curricular improvement, and thereafter, can be utilized with increasing sophistication to enhance overall teaching and learning processes.
3. It will be a multi-faceted process utilizing multiple evaluative measures, at multiple organizational levels, to collect multiple forms of data from both internal and external sources.
4. It will be a pragmatic process in that collected data on past and present practices will be carefully and critically evaluated to help Quincy University improve future experiences for both faculty and students.
5. It will be a comprehensive process integrated throughout the entire institution - reflecting the University's mission statement.

Goals for Academic Assessment:

1. To continuously improve the teaching and learning environment at Quincy University.
2. To effectively coordinate the University's institutional assessment efforts, including data collection analysis, reporting and warehousing.
3. To systematically solicit pertinent assessment data from multiple internal and external sources.
4. To guarantee the transparency of assessment processes and the publication of assessment results to involved constituents.
5. To substantively integrate assessment data into the University's faculty development practices and activities.
6. To make available adequate resources to ensure the long-term success of teaching and learning activities and practices at the university.
7. To make Quincy University an effective and efficient self-assessing institution.

Auditing

Auditing classes (attending classes without being required to take written tests and final examination and without being entitled to university credit) is permitted, but requires regular registration and the payment of the auditor's fees. The normal audit fee is \$260 per credit hour. Full-time students may audit a course with no additional charge, if their total course load (including audit class) is 18 hours or less. Senior citizens pay only \$100 per credit hour.

Students who audit courses are expected to participate in all course activities other than tests and final examinations to earn the grade AU. Students registering for audit may not register later in that same course for credit. Audited courses do not apply toward degree requirements.

Class Attendance Protocol

Quincy University is dedicated to learning and teaching. Because these activities depend for their success on presence and involvement, students are expected to attend all of their classes. Instructors will make their specific attendance policies clear in their syllabi. Students are responsible for making themselves aware of and abiding by the attendance policy of each instructor. Students absent for any reason are still responsible for and expected to complete all required course work as determined by the instructor. Instructors may require prior notice for foreseeable absences, and may require students to complete work before such absences. Instructors will make reasonable accommodations for such circumstances as serious illness, emergency, or official participation in University-sanctioned events. Students missing more than twice the number of class meetings per week may be given the grade of 'F' or withdrawn from the course by the instructor. Instructors will notify a student who will be withdrawn or receive an 'F' due to non-attendance.

Financial Aid will be affected by non-attendance. Repayment of all or part of your aid may be required if you receive a grade of 'F' or are withdrawn. Required refunds due to withdrawal are returned to the fund from which aid was awarded. This may result in a balance due to the university.

Academic Honesty

The educative mission of the University is defeated when community members decide to compromise their integrity for the

appearance of academic achievement. Thus, the following are against policy:

1. Cheating by any method on examination or other academic work.
2. Falsifying grade reports, transcripts, notes, identification cards, letters of authorization and/ or other official University documents.
3. Plagiarism is the stealing or using of passages, either word or in substance, from the writings of another and presenting them as one's own. Plagiarism applies as well to those who allow their work to be copied by others. Further, the stealing of ideas is considered a form of plagiarism punishable by law.

Students found guilty of academic dishonesty are subject to various sanctions depending upon the extent, nature, and frequency of occurrence. These include, but are not restricted to, failure on the particular assignment, failure in the course, and dismissal from a program or from the University. The instructor will determine the grade for the relevant project and for the course.

More stringent sanctions may be determined through discussions with the division chairperson, the Vice President for Academic Affairs, and the Vice President for Student Affairs. In some instances, the University Judicial Board may be asked to review the case.

Change of Grade

Once a grade is reported, it may be changed only by the faculty member who reported it. If an error is detected or if other circumstances warrant a change in the grade issued, the correction should be made as quickly as possible. No grade change can be made later than exam week of the next semester.

Incompletes

Occasionally students find it necessary to take an incomplete in a course usually because of health reasons. The incomplete must be removed by the date set by the instructor, but in no instance later than the end of the next semester. Incompletes not removed are converted to grades of "F" at the deadlines stated above. Incompletes are granted only by instructor approval.

Official grade reports are issued to students by the University Registrar or made available online at the end of each semester. Midterm grades for lower division courses are also issued to freshman and sophomore advisors for advisement purposes.

Semester grades are determined by the instructor according to the grades earned by the student in all phases of academic work: class discussions, tests, laboratory work, reports, term papers, themes, and semester examinations.

Quincy University uses a letter grading system in all undergraduate and graduate courses and programs. Although other methods of grading such as points or percentages may be used at the discretion of the individual professor throughout the conclusion of a course, the official grades of record are letters. Hence, all faculty will be expected to convert those other grading systems to letter grades based on the standards described.

The following is the system of grading used at Quincy University:

Grade Points Comments

A	4.00	<i>Excellent</i> - Indicates the highest level of achievement in the subject and an outstanding level of intellectual initiative.
A-	3.70	
B+	3.30	
B	3.00	<i>Good</i> - Indicates a good level of achievement, intelligent understanding and application of subject matter.

B-	2.70	
C+	2.30	
C	2.00	<i>Satisfactory</i> - Indicates academic work of an acceptable quality and an adequate understanding of the subject matter.
C-	1.70	
D+	1.30	
D	1.00	<i>Unsatisfactory</i> - Indicates the lowest passing grade, and only the minimum understanding of the subject matter and/or academic work of a marginal quality.
F	0.00	<i>Failure</i> - Indicates a lack of even minimal understanding of the subject matter and/or unacceptable academic work.
IN		<i>Incomplete</i> - Indicates required work has not been completed. Unless the work is completed before the end of the next semester, the grade of "IN" becomes an "F".
P		<i>Passing</i> - Indicates a passing grade in courses for which a student has selected the Pass-Fail option.
W		<i>Withdrawn</i> - Indicates the student has or has been withdrawn from a course in compliance with the policy stated in the withdrawal policy. Also see the Withdrawal Policy.
AU		<i>Audit</i> - Indicates that the student has registered for the course on a non-credit basis.
DE		<i>Deferred</i> - Indicates the grade has been deferred.