

## Grading Policy and Credits

### Credits and Credit Transfer

The AUCP does not award its own credit. AUCP courses are validated by partner universities that grant their own credit. If partner universities so require, on payment of a fee, students may apply for transfer credit from Marist College, which has accredited all AUCP official course offerings. Semester-long courses are awarded 3 credits for 45 contact hours.

### Grades

Several elements combine to contribute to a student's recorded grades for each course:

- Mid-term grades are calculated as follows : Mid-term exam 50% ; average of graded written work and/or presentations and participation in class 50%
- Final grades are calculated as follows : Mid-term grade 25%; term paper or other post mid-term class work 25%; final exam 50%.

For assessment the AUCP uses the French 20-point scale, with American grade equivalents attributed as follows :

**20-17 A+ ; 16 A ; 15 A- ; 14 B+ ; 13 B ; 12 B- ; 11 C+ ; 10 C ; 9 C- ; 8 D+ ; 7 D ; 6 D- ; 5-0 F**

In the calculation of final grades, fractioned averages of 0.5 or higher are rounded up to the next highest grade. For example, an end of semester 11.5 average will be recorded on the transcript as a B-.

### Incompletes

Students are expected to complete all the work for each course within the semester. Students who have not completed the required work by the end of term will be given a grade of F (zero) on each component that is missing.

If for reasons of medical or personal emergencies a student cannot complete all the course work within the term, the faculty member may file an "I" (Incomplete) on the condition that the student has completed the majority of the work at a passing level and has a written agreement with the faculty member regarding completion of the work, including the nature of the work to be completed as well as the deadline, which may be no later than three months from the end of the semester in which the student took the course.

The agreement shall also specify a default grade to be received if the work is not completed by the date indicated. One copy of the agreement shall be retained by the faculty member, one shall be given to the student, and one shall be filed with the program director.

### **Attendance Policy**

Class attendance is mandatory. All AUCP professors apply the same attendance policy, as follows :

For classes which meet twice a week (for 1.5 hours each time), students are allowed one unexcused absence without penalty. For each subsequent unexcused absence, the final grade will be lowered by one point, for example a 15 becomes a 14, i.e. an A- becomes a B+.

For classes which meet once a week (for 3 hours each time), no unexcused absences are allowed without penalty. A one-point penalty will be applied for the first unexcused absence, a two point penalty for any subsequent unexcused absences.

An absence is excused for reasons of illness to be confirmed by the host family and/or a medical practitioner, depending on the circumstances. Absences due to the visits of parents or friends or missed trains or planes, even in the case of strikes or weather conditions, are not considered "excused."

### **Tardiness**

Repeated tardiness may be considered missed class time and result in the lowering of the student's final grade.

### **Grade Appeals**

During the course of the semester, a student who is unpleasantly surprised by a grade should first approach the course instructor in order to understand the criteria by which the grade was attributed and determine a strategy for academic improvement. If the student is dissatisfied with the outcome of their discussion with the faculty member, he/she may then discuss the matter with the Director who will ask for the faculty's comments and advise the student on what measures may be taken for improved academic performance.

Final grades may be appealed, with the following procedure :

1. All appeals are to be made in writing and must be received within 30 days of the post-marked mailing of final grades. Appeals should always be accompanied by a detailed rationale for requesting a review. The argument that a certain grade is "needed" is not considered adequate rationale for an appeal and will not be considered.
2. Appeals should be communicated to the program Director who will meet with the course professor to review the calculation and the student performance factors which contributed to the awarding of the final grade.
3. Within thirty days, summer months excepted, the Director will share with the student the professor's considerations and rationale and decide if and to what extent the grade may be changed.
4. Students may obtain copies of the teachers comments regarding final term papers and/or final examinations. The final examinations themselves or copies thereof do not circulate. Final term papers, or any other class work of which the student may desire a record, must be copied by the student before submitting them to the professor prior to departure.

### **Excursions and Field Trips**

Many AUCP courses include excursions or field trips as part of the curriculum. If student participation is mandatory, the date and duration of the out-of class activity should be specified on the class syllabus and not conflict with any other scheduled AUCP program requirement. All transportation and entrance fees are free of charge for AUCP students on mandatory field trips or excursions. Absence policy as regards impact on grades is specified by the course instructor in due time prior to the scheduled event.