

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	3004 (previously 103)
Policy Title	Grading Policy, Undergraduate
Policy Owner / Responsible Offices	Office of the Registrar
Approval Authority	Academic Council
Applies To	All domestic and international undergraduate students registered in a program at IBU
Approval Date	January 25, 2021
Effective Date	September 2021
Review Date/s	August 30, 2023 (1st review); August 28, 2025 (2nd review)
Revision Date/s	-
Revision Implementation Date/s	-

1. INTRODUCTION AND BACKGROUND

International Business University (IBU) assesses undergraduate student academic performance using standardized grading metrics that reflect achievement of course learning outcomes. This policy establishes consistent grading standards to ensure transparency, fairness, and academic integrity across all undergraduate programs.

2. PURPOSE

The purpose of this policy is to establish appropriate, universally applied metrics for assessing student academic performance.

3. POLICY STATEMENT

Grades reflect a student's grasp of the learning outcomes of a course. Most final grades must be submitted as percentages. Courses where work is solely evaluated through a practical exercise (problem, case, or presentation) may be assessed with pass/fail grades. Individual course assignments may be assessed with percentage grades or, in the case of practical exercises, with pass/fail grades.

4. APPLICABILITY

This policy applies to all domestic and international students registered in a program at IBU. This policy is available to all past, current, and prospective domestic and international students of IBU.

5. DEFINITIONS

Letter Grades

Alphabetic indicators of student performance used in conjunction with percentage grades and grade point values.

Grade Point Average (GPA)

A numerical representation of academic performance calculated using assigned grade point values.

Non-Percentage Grades

Grades that are not expressed as percentages and are not included in GPA calculations, except where explicitly stated.

Temporary Course Performance Designations

Interim grades assigned pending completion of coursework, examinations, or academic integrity investigations.

6. POLICY

6.1 GRADING METHODOLOGY

Grades reflect a student's grasp of course learning outcomes. Most final grades must be submitted as percentages. Courses assessed solely through practical exercises may be graded on a pass/fail basis. Individual assignments may also be graded using percentage or pass/fail designations, as appropriate.

6.2 LETTER GRADES, GPA, PERCENTAGE EQUIVALENCIES, AND PERFORMANCE DESCRIPTORS

A RANGE – EXCELLENT / OUTSTANDING

A+ (4.3) | 90–100%

Outstanding: evidence of expertise in all key performance areas. The A+ is reserved for those few pieces of work and those rare overall achievements that are truly outstanding and exceed expectations.

A (4.0) | 85–89%

Excellent: evidence of at least mastery in all key performance areas and of expertise in most. Strong evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations.

A- (3.7) | 80–84%

Superior: evidence of at least mastery in all key performance areas and of expertise in some. Evidence of extensive knowledge base.

B RANGE – GOOD

B+ (3.3) | 77–79%

Very good: evidence of mastery in all key performance areas.

B (3.0) | 73–76%

Good: evidence of at least competence in all key performance areas and of mastery in most.

B- (2.7) | 70–72%

More than competent: evidence of at least competence in all key performance areas and of mastery in some.

C RANGE – SATISFACTORY

C+ (2.3) | 67–69%

Competent: evidence of competence in all key performance areas.

C (2.0) | 63–66%

Fairly competent: evidence of competence in most but not all key performance areas.

C- (1.7) | 60–62%

Basic competence: evidence of competence in some key performance areas.

D RANGE – MINIMALLY ACCEPTABLE

D+ (1.3) | 57–59%

Marginal performance: superficial ability but not competency in most key performance areas.

D (1.0) | 53–56%

Minimal performance: superficial ability but not competency in many key performance areas and deficient performance in some key performance areas.

D- (0.5) | 50–52%

Deficient performance: superficial ability in only a few key performance areas and deficient performance in many areas.

F – FAILURE

F (0.0) | 0–49%

Inadequate: little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature.

Failure: deficient performance in all key performance areas.

6.3 FAILURE DUE TO NON-ATTENDANCE (FNA)

FNA (Failure – Non-Attendance)

Assigned when a student has been absent from most course meetings, has submitted no work for grading, and did not formally withdraw from the course prior to the published deadline. This grade is counted as a failure in the calculation of grade point average.

6.4 NON-PERCENTAGE GRADES

Pass (P)

Student has met and mastered the goals, criteria, or competencies established for the assignment or course.

Fail (F)

Student has not met and mastered the goals, criteria, or competencies established for the assignment or course.

Pass/fail grades on assignments are not included in the calculation of the final course grade. Pass/fail grades for a course are not included in the calculation of cumulative grade point average (cgpa). However, students may be required to pass all pass/fail components to earn course credit or progress through their program.

6.5 OTHER COURSE PERFORMANCE DESIGNATIONS

- **AEG (Aegrotat):** Credit granted by a Dean, in consultation with the instructor, under exceptional circumstances when acceptable performance has been demonstrated and some coursework remains.
- **CHG (Challenge):** Transfer credit achieved through a successful course challenge examination.
- **CRT (Credit):** Transfer credit granted for an equivalent course completed at another post-secondary institution.

6.6 TEMPORARY COURSE PERFORMANCE DESIGNATIONS

DEF (Deferred)

A deferred grade is an interim grade assigned during the investigation of academic misconduct (as described in the Academic Integrity Policy). The DEF grade will be replaced by an official course grade upon resolution of the matter.

F-S (Failure – Supplementary)

An interim grade for marginally failing performance that may be raised through a supplementary examination. Calculated in GPA at zero grade points.

INC (Incomplete)

Assigned when coursework or a final examination is missed due to documented medical or compassionate grounds. Must be resolved by the first day of classes of the following term or it converts to an F. INC is not included in GPA calculations.

7. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Instructor	Assigns grades in accordance with this policy; manages INC requests
Office of the Registrar	Maintains official academic records and publishes grades
Dean	Approves AEG and exceptional grading decisions
Academic Council	Approves grading standards and policy

8. REVIEW

This policy is reviewed in accordance with Academic Council–approved review cycles.

9. COMPLIANCE PROCEDURES

All grading practices must comply with this policy and related academic regulations. Exceptions must be documented and approved through appropriate academic authority.

10. EVALUATION AND QUALITY ASSURANCE

Grading integrity is ensured through standardized grade definitions, consistent application across programs, and academic oversight by the Office of the Registrar and Academic Council.

11. RELATED DOCUMENTS

- Academic Integrity Policy