

# GRANTHAM UNIVERSITY

## GRADING + PROCTORING POLICY

# COURSE GRADES AND GRADING POLICY

A numerical grade is awarded for each assignment and milestone in a course and course grades are computed using these numerical grades. Each course contains a notice of how the course grade is computed. Grantham awards a letter grade for each course for which grade points are earned, based on the four-point scale. Grades of I and W are not calculated in the grade point average.

Each course at Grantham University has the grading methodology included in the course syllabus. The weight of all assignments is identified, including the weight of any final exam that may be required in the course. For all courses that require a final exam, the syllabus clearly states the percentage of the final. No retakes of final exams will be given.

GRADES	COURSE GRADE	QUALITY POINTS
A (90-100)	Excellent	A = 4.0
B (80 – 89)	Above Average	B = 3.0
C (70-79)	Average	C = 2.0
D (60 – 69)	Below Average	D = 1.0
F (below 60)	Failure	F = 0.0
I	Incomplete	Not computed
W	Withdraw	Not computed

## ROUNDING OF FINAL GRADES

The final grade is displayed to two decimal places using standard rounding rules. The grade is rounded up if the decimal is 0.50 or above. The grade is rounded down if the grade is below 0.50. For example, a grade of 89.50 percent is recorded as 90 percent or a grade of A. When the final grade computes to 79.49 percent, it is recorded as 79 percent, a grade of C.

## NURSING COURSES

PERCENTAGE	LETTER GRADE	QUALITY POINTS	
95-100	A	4.00	
90-94	A-	3.67	
87-89	B+	3.33	
83-86	B	3.00	
80-82	B-	2.67	MINIMUM PASSING GRADE FOR MSN COURSES - 80%
77-79	C+	2.33	MINIMUM PASSING GRADE FOR BSN COURSES - 77%
73-76	C	2.00	
70-72	C-	1.67	
67-69	D+	1.33	
60-66	D	1.00	
0-59	F	0.00	

\*Students in the School of Nursing must pass each course with a grade of a C+ (77%) or better in the BSN programs. Students in the School of Nursing must pass each course with a B- (80%) or better in the MSN programs. In the RN-MSN option, grade policies for this program will correspond to the level of the course being completed. A course that is failed must be immediately repeated and passed before the student can progress, student shall be Withdrawn from any future enrollments. The NUR courses proceed in a prescribed order. A nursing student out more than 90 days will have a program review upon return. This will include program admittance date, age of courses completed, changes in curriculum and program. The review may find that no changes are required, courses may be added or removed, or pivotal courses may need to be repeated.

# PROCTORED EXAMINATIONS

Throughout a student's program of study, assessments from select courses will be proctored. Proctored exams are required and serve as an additional identity verification process used to ensure academic integrity and to meet accreditation requirements. Proctored exam information and rules are provided in each course syllabus where a proctored exam is required. Taking proctored exams is mandatory, without exception, and is not subject for appeal. Failure to complete the proctored exam will result in a failing grade (F) for the course. Failure of the course might affect student funding, financial aid and academic status.

## METHODS OF PROCTORING

The current proctoring system requires Windows 8 or newer or Mac OS X 10.12 or higher. Tablets, Hybrid Devices and Mobile Devices are not supported. External cameras on Macs are not supported.

Videos recorded during the exam session contain full-length webcam views, audios and desktop recordings. Videos are stored and available to University administrators for review. The course syllabus will indicate any unique exam rules that may apply, such as the use of a calculator, open/closed book, etc. Videos will be reviewed with these rules in mind and violations will be reported to University administrators. Students must have an operational webcam/video, computer, high-speed internet connection and allow the third party proctor service to access their webcam and microphone during the proctored assignment. Students are required to identify themselves with a valid government-issued photo ID.

Students may only have one internet browser window open while taking their proctored exams, unless otherwise specified. The use of internet-accessible devices, such as smartphones and tablets, are strictly prohibited during the exam. Students may not bring removable media of any type during the proctored exam (e.g., flash drives, etc.).

Students may not install software during the proctored exam; however, pre-installed software, such as Maple and MATLAB, is permissible. Students are not allowed to converse with anyone

other than their proctor during the proctored assessment. Proctors are prohibited from assisting with the exam with the exception of procedural or administrative issues.

No one, at any time, is permitted to assist the student logging in or setting up the proctoring system. This will be flagged as a test violation. Therefore, if one is unable to operate the system, the student should contact a Student Advisor.