GRADING POLICY

GRADING BREAKDOWN

The grading scale applies to all Program Departments. GPA is calculated by weighting the numeric value of the course grade with the courses QCH for the program. Homework is defined as work outside of class and is not counted in any course hours. Resident and Interactive Distance Learning (IDL) Instructors provide coursework grades and feedback within 5 business days of student submittal.
MOE100 MS Essentials=This course has 2 finals, that are added together and divided by 2 for the final score.

Gradable coursework elements equal 100% broken down by:

- Homework   10%
- Unit Exams   50%
- Finals   40%

METHOD OF EVALUATION AND GRADING

Example I: Student passes all graded activities.

Exam Type	Score	Average	Percentage	Calculation
Unit 1	85			
Unit 2	93	91	50%	45.5
Unit 3	95			
Homework	90	9	10%	9
Final Exam	92	92	40%	37
Course Grade				91.5 = A

Example II: Student's passes unit exams, and failed final.

Exam Type	Score	Average	Percentage	Calculation
unit 1	59			
unit 2	50	56	50%	28
Unit 3	60			
Homework	85	85	10%	9
Final Exam	55	55	40%	22
Course Grade				59 =F

EXAM RETAKE POLICY

Students may take each unit and final exam twice. Asher College uses the highest score from each occurrence in the calculation. Students may take exams on or before the scheduled date; a missed exam is awarded zero points (0%). Students who do not pass an exam with a passing score will begin the Individualized Education Plan (IEP) process. **The IEP process can begin at any time with the discretion of the Program Manager.**

Students are responsible for completing all required assignments and examinations by the end of the course. If the student has not completed all required assignments, they will receive an "Incomplete" grade at the 100% completion date. Students have until 150% of course completion date to submit any remaining coursework. At the 150% date, no additional assignments are accepted, and the course grade is calculated based on the scores of all completed coursework.

Instructors will help the student create an Individualized Education Plan (IEP) to support the student complete the course assignments; only assignments approved for the course are accepted for credit.

ECPP COURSEWORK

UNDER NO CIRCUMSTANCES will any Asher College staff or the ECPP Computer Lab monitor provide tutoring or address any questions regarding the Adult Education course materials from the ATB students.

METHOD OF CALCULATING PROGRAM GRADE POINT AVERAGE (GPA):

Asher College uses Quarter Credit Hours (QCH) by course to create a weighted cumulative program GPA. For example, Typing Fundamentals (2.0 QCH) will not carry the same weight as Medical Terminology (5.5 QCH). A student must have a 2.0 (70%) cumulative GPA to graduate.

Grade Point Conversion:

Grade	Grade Points
A	4
B	3
C	2
D	1
F	0

Cumulative GPA calculation example:

Program:	PC Support Specialist			
Course	Letter Grade	Grade Pts	ACCET QCH	Weighted Grade
PCS110r1	B	3	10.5	31.5
CD101	A	4	2.5	10.0
PCS111r1	C	2	14.0	28.0
NET102	D	1	12.5	12.5
CD201	A	4	2.5	10.0
MOE100r1	A	4	5.5	22.0
TOTAL			42.5	111.0
Program GPA	**111.0 ÷ 47.5 =**			**2.4**