

# Maryland University of Integrative Health

## Academic Policy and Procedures

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### Subject: Grading in Academic Courses Policy

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## **1. Purpose**

This policy outlines the standards for course grades at Maryland University of Integrative Health (MUIH) to ensure that grading in academic courses is transparent, equitable, and timely. The policy also provides procedures for grade dispute resolution.

## **2. Policy**

### **2.1 Course Grades**

Consistent standards must be applied by all faculty members in order to maintain a complete record of student progress, ensure equity in grading, and provide timely feedback to students regarding their achievements and challenges in meeting learning outcomes. Faculty must submit final course grades within 72 hours of the end of an academic course.

There are four course grading options at MUIH:

1. The grade of Pass (P) denotes satisfactory work or better. Generally, the cumulative work for the course must be assessed at a minimum of 80% of the maximum possible score (e.g. 160 points out of a possible 200 points in the total course) to be deemed satisfactory and receive a P grade for the course.
2. The grade of Fail (F) denotes unsatisfactory work. If the cumulative work for a course is assessed below 80%, the work is deemed unsatisfactory and the student receives a F grade for the course.
  - a. If a student fails a required/core course, the student must retake the course. After successful completion, earning a grade of P, the previously failed course will be converted to the grade of Remediated (R). The student will be charged per credit at the current rate of tuition for any repeated course.
  - b. If a student fails an elective course, the student must successfully retake and remediate that course or pass an equivalent elective course. After successful completion, earning a

grade of P, the previously failed course will be converted to an R only if retaking the same course. If the student chooses not to retake the same course, and instead chooses to take an alternate elective course, the F will remain. The student will be charged per credit at the current rate of tuition for any repeated course.

3. The grade of Incomplete (I) denotes incomplete work in a course that is still to be completed before a final grade of P or F is assigned. The grade of Incomplete (I) is reserved for exceptional circumstances. Guidelines regarding the grade of I can be found in [Policy 6040 Request, Approval, and Contract for Grade of Incomplete](#).
4. The grade of Withdrawal (W) denotes withdrawal from a course. The grade of Withdrawal (W) is assigned when a student withdraws formally from a course after the official add/drop period.
  - a. If a student withdraws from a required/core course, the student must retake the course. The student will be charged per credit at the current tuition rate for that course.
  - b. If a student withdraws from an elective course, they may not be required to retake that specific course but must still meet the requirements of the program for which they are enrolled.
  - c. Withdrawals are officially recorded and displayed on all student transcripts.
  - d. Course withdrawals must be completed by the student via the student's Data Portal on [my.muih.edu](http://my.muih.edu). More information is provided in [Policy 6050 Course Withdrawals](#).

## **2.2 Academic Dispute Resolution**

An academic dispute is a disagreement between faculty and a student about a grade or other issue related to classroom instruction, such as late penalties, acceptance or non-acceptance of late assignments, and incomplete grades. Students who have an academic dispute should follow these procedures:

1. The student must initiate the resolution process within two weeks of the occurrence of the academic dispute issue.
2. The student should make an appointment with the appropriate faculty of the course to discuss the issue. The meeting can be held in-person or by phone, as convenient to both parties. If the student wishes, they can request that an Academic Advisor attend such a meeting as a third party to the discussion.
3. Academic disputes do not progress beyond the faculty unless, at the end of the trimester, the dispute affects the final grade of the course. In such circumstances, if the student cannot resolve the issue by meeting with the course instructor, the student may appeal the decision through the Department Chair. Students may consult with their Academic Advisor to identify the appropriate Department Chair to discuss the dispute.
4. The decision of the Department Chair is final unless the Department Chair is the instructor. In these instances, the dispute will be taken to the Dean of Academic Affairs or their academic designee.
5. If the dispute is reviewed at the Dean of Academic Affairs level, the Dean, or the Dean's designee, may also designate an appropriate individual or committee to assist in resolving the concern. Students will be notified in writing of the decision. Any decision made by the Dean or the Dean's designee is final.

### **3. References**

Policy 6040, Request, Approval, and Contract for Grade of Incomplete,  
[https://my.muih.edu/wp-content/uploads/Policy\\_6040\\_Request\\_Approval\\_and\\_Contract\\_for\\_grade\\_of\\_Incomplete.pdf](https://my.muih.edu/wp-content/uploads/Policy_6040_Request_Approval_and_Contract_for_grade_of_Incomplete.pdf)

Policy 6050, Course Withdrawals  
[https://my.muih.edu/wp-content/uploads/Policy\\_6050\\_Course-Withdrawals.pdf](https://my.muih.edu/wp-content/uploads/Policy_6050_Course-Withdrawals.pdf)

### **4. Approval and Revisions**

Approved August 22, 2018 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Note: This policy replaces the former "Grading of Academic Courses" Standards and Practices, which was last reviewed in February 2016. A copy of "Grading of Academic Courses" is available from the Office of the President.