



Grading Policy

The faculty of the University award all grades, in alignment with the expectations below. An individual grade may typically only be changed by the faculty person who delivered the class or in exceptional circumstances their nominee, and typically only in cases of faculty, administrative, or systems error in calculating or reporting the student's grade or if the student has completed work due for the completion of an Incomplete grade.

A student may submit an appeal for a review of a course grade. Please refer to the Grade Appeals Procedure section of the Academic Policies provided below for instructions and timeline information.

Grade Point Average

The grade point average (GPA) is determined by multiplying the number of credit hours for each course attempted by the number of honor points corresponding to the final grade for the course. This total is then divided by the number of credit hours attempted during that term, and the result rounded to the second decimal place. The GPA is calculated only on credit courses attempted at Kennedy University of Leadership. The cumulative GPA is determined in the same manner as the semester GPA outlined above. In the case of repeated courses, the higher grade earned will be used in computing the cumulative GPA.

Grading Scale Earned Grades	Description
A (4.0), A- (3.7)	An earned grade assigned by the faculty indicating the student's work exceeded the satisfactory level.
B+ (3.3), B (3.0), B- (2.7)	An earned grade assigned by the faculty indicating the student's work achieved the satisfactory level of expectation in most areas.
C+ (2.3), C (2.), C- (1.7)	An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in almost all areas.
F (0.0) D grades are also considered failing grades	A grade assigned by the faculty indicating that even though the student made an effort in the class, minimum expectations were not met. The student must retake the course to fulfill degree requirements.
Unearned Grades	Description
I	Incomplete. A grade assigned by the faculty indicating that the student came just short of completing the course due to circumstances beyond his or her control and is given a grace period (not to exceed two weeks) to finish the work without penalty.
R	Repeated Course. Grade assigned by the Registrar when the course has been repeated to replace a previously earned grade.
W	Withdrawal. The student elected to withdraw from the course during the withdrawal period. Or, the University withdrew the student from all classes because he/she did not attend any class and did not request a drop or withdrawal, or due to circumstances where the student was removed from class by the administration. The reasons for withdrawal will be collected wherever practicable.



Summative Assessment Retake Policy

Each summative assessment at KUL has two attempts associated with it. The second attempt is typically a submission of the same assessment brief but significantly improved by the student using the detailed feedback received from faculty from their first attempt. If a student receives a fail grade in both attempts, then the student must retake the entire course, including the payment of the fee associated with the failed course.

Grade Appeal Policy

Students may appeal a grade if one of the following circumstances applies:

1. The student believes that the grade did not accurately reflect his or her achievement because the instructor did not provide or did not follow the instructor's syllabus instructions for how the grade was to be determined.
2. The student believes that the grade did not accurately reflect his or her achievement because the instructor's evaluation applied criteria or standards different from the other students in the class.
3. The student believes that the grade did not accurately reflect his or her achievement because the instructor applied methods in some way that the faculty review committee would consider unusual for the faculty of the University.

Grade Appeal Procedure

1. The student must first contact the instructor and discuss his or her concerns, making every effort to resolve the matter.
2. If a satisfactory resolution is not achieved, the student must appeal in writing to the Registrar stating the circumstances of the class and the reason for the appeal, and must provide supporting evidence. A form is available on Canvas Learning Management System and students may seek guidance from their coach.
3. Only appeals received by the Registrar within 30 days from the date on which final grades were submitted for the class(es) involved will be considered.
4. Appeals will be evaluated by a faculty committee charged with this task and resolved within 60 days from the date the appeal was filed. All parties will be notified of the outcome in writing.

Outcome of the Grade Appeal Process

One of two possible outcomes applies:

1. If the faculty committee concludes that the grade was properly determined, the grade stands.
2. If the faculty committee concludes that the grade was not properly determined, a pass (P) or a failed grade (F) grade will be awarded. A pass grade indicates the student has met the minimum competencies required and the course counts toward a degree but has no effect on the student's GPA. The F grade indicates that the student did not meet the minimum competencies required and the course does not count toward a degree until it is retaken.



Satisfactory Academic Progress

Whether or not a student is making satisfactory academic progress (SAP) toward the completion of his or her program is evaluated based on the following criteria:

- Maintaining a satisfactory GPA
- Maintaining a minimum course completion pace

Student records are evaluated regularly against these criteria. The purpose of the SAP policy is to identify and alert students as early as possible if they are not demonstrating satisfactory academic progress and help them develop a plan for accomplishing their academic goals.

Minimum Grade Point Average

The C, or 2.00 cumulative GPA, is the mark of acceptable work and good standing for undergraduate programs. The B, or 3.00 cumulative GPA, is the mark of acceptable work and good standing for graduate programs.

Transfer credit accepted from other institutions or through experiential learning will not count toward quality points (will not impact the student's GPA) at Kennedy University of Leadership. Only courses taken at the university will be considered in GPA calculations. When students repeat a course for grade improvement, only the replacement (i.e. higher) grade will count toward GPA calculation.

Minimum Course Completion Pace

Students must maintain a satisfactory course completion pace of 67%. Completion pace is defined as the number of courses successfully completed / number of courses attempted. Attempted but not completed courses include courses where the student received an F, I, W, or R grade.

Transfer credit accepted from other institutions through experiential learning count as attempted and completed courses. When students repeat a course for grade improvement, both attempts will count as part of completion pace calculations.



Please read the Kennedy University Grade Appeal Policy and only complete this form if it has not been possible to find a remedy to the questions you may have about your grade, or after following the informal procedures, you remain dissatisfied with your grade. If you make a formal grade appeal that has not been raised through the informal procedures, it may be referred back to that process. The policy also notes timeframes under which a grade appeal may be made. Appeals made outside of these time frames will not be considered.

This form is available electronically from on Canvas via Student Toolkit. **All communications relating to this complaint must be in writing, emailed to: studentsupport@KennedyU.education**

SECTION A

Student Details

Today's Date

Student Name

Student Number

Email Address

Course

Intake Date

I understand that by typing in my personal details in Section A and submitting a formal Grade Appeal Form to KUL, I agree to regrading of my work by an independent grader.

YES

I understand that this grade may be higher but also lower than my originally awarded grade. I understand that I will no longer be able to appeal said grade.

NO

Code

Subject Title

Assessment Component in Question



SECTION B

Details of Original Grade

Please explain the grounds on which you are appealing your grade, and what you consider to be a reasonable resolution.

Please state if you wish to submit any supporting materials to be considered as part of the appeal process and if so, why?

YES

NO

Materials are relevant because...

SECTION C

Details of Informal Procedures

Often, a discussion with the grader contributes to the student's better understanding of their grade, resolving any concerns or questions about a grade. KUL requires that students raise matters of concern as soon as they arise with a member of the KUL staff.

Have you discussed your concerns with an academic faculty member as part of the informal procedure for grade appeal?

YES

NO

Name of member of faculty staff to whom you reported these concerns:

If you have not discussed your grade concerns with a member of faculty staff as part of the informal procedure, please explain the reasons for not doing so and why you wish to take the grade appeal to formal procedures.

Declaration:

The information which I have provided is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant staff of KUL who are responsible for considering such matters and to any members of staff named in this form. Submitting false documentation or fraudulent information is a serious matter and could be dealt with under the Non-Academic Misconduct Policy. KUL reserves the right to check on the validity of the information you submit or statements you make in this form.