# ATC grading system

**Course Grading**

The grade of each course consists of several parameters:

X1 Homework

X2 Quizzes

X3 Participation

X4 Attendance

X5 Mid-term exams

X6 Final exams

Final grade = X1+X2+X3+X4+X5+X6 = 100%

The teacher individually assigns the points to each parameter. The following grades with conversion scale provided are used to specify level of performance in academic courses:

The ATC adopted ECTS grading system. Course grading is done according to the following scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evaluation | **Accumulated points (%)** | **ECTS/ATC Grade** | **Course GP** | ANAU Grade |
| PASS | 90-100 | A | 4.0 | 5 |
| 80-89 | B | 3.5 | 4 |
| 70-79 | C | 3.0 | 4 |
| 60-69 | D | 2.0 | 3 |
| 50-59 | E | 1.0 | 3 |
| FAIL | 0-49 | F / FX\* | 0 | 2 |

\*Failing with some additional work required to pass– students will be given a chance to pass, if as a result of excused absence (such as illness, medical treatment, family member loss, etc.) students missed exams, quizzes, and/or any other work required to pass the course with written permission from ATC administration.

**Course Audit**

The work taken on an audit basis will not be graded and will not count toward the fulfillment of requirements for a degree or certificate to be awarded by ATC. Students may audit the course only on a fee basis. Auditors must have permission of the teacher to audit the class. Audit students may not have the same privileges as other students in all coursework. Teachers may exempt auditors from tests and major assignments. There is no limit on the number of courses, which may be audited.

**Student Grade Appeal**

If a student disagrees with the evaluation of his/her work by the teacher, the student should discuss the matter directly with the teacher, and if unsatisfied, with the Director of the Department.

Level I: Informal Resolution. Every effort should be made to resolve the disagreement at Level I. The student must first seek a resolution to the disagreement with the teacher either in person or in writing.

Level II: If the student is not satisfied with the results, the student and teacher must then seek a resolution to the disagreement with the Director of the Department. Director’s decision is final.

Confidentiality: Students, faculty, administrators, and staff involved in processing and hearing grade appeals must respect the confidentiality of all aspects of these proceedings.

Intended Purpose: The grade appeal procedures are designed simply as means to resolve differences between students and faculty related to grading. Unless there is intentional misrepresentation, the results of a grade appeal may not be used for disciplinary action of personnel.

**Grade Change**

Once earned grades have been recorded, they may be changed only in the case of clerical and/or calculation error or in the event of a successful grade appeal.

It is not appropriate to change a grade based upon options, such as supplemental assignments, that are not equally available to all students. The deadline for corrections is two weeks after the last day of the semester.

**Course Repeat**

A student may not normally repeat an academic course. The following exception can be made: Repeat with replacement: Students are permitted to replace the grades for courses in which they receive a C, D, E or F grade by repeating that course. Students received more than one D, E or F grade will be allowed for two repeat for replacement attempt. Students received more than one C grade will be allowed for one repeat for replacement attempt. In case of replacing C grade the student should not have any D, E or F grade. In calculating GPA, the new grade and credit points earned will replace the old.

Any student who wants to repeat a course must get permission from the Department Director and the teacher of that course. A student repeating a course may be charged an extra fee to defray the marginal cost of their participation.

**Grade Point Average**

GPA for purposes of ATC administration will be calculated only on courses taken in the ATC curriculum. ATC students who have graduated from ANAU and other universities will have recorded on their ATC transcript only those courses taken in the ATC.

Any student graduating with at least GPA 3.95 will be given an Honor ATC Certificate. Any student with GPA 3.0 minimum will be given the ATC Certificate of Completion by Texas A&M University. Any student with below than GPA 3.0 will not receive the Certificate.

**Computation of Cumulative Grade Point Average**

Students’ cumulative grade-point average is calculated by dividing the total number of grade points earned in academic courses which award letter grades of A, B, C. D, E or F by the total number of academic credit hours attempted in such courses. The computation is as follows:

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Where K1 - grade of i-th course (in term of GPA)

K2 - number of semester hours

N - number of courses in semester

EXAMPLE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First semester | Grade | Credit |  | Grade Point |  | Total |
| First course | A | 4 | x | 4 | = | 16 |
| Second course | B | 4 | x | 3.5 | = | 14 |
| Third course | F | 2 | x | 0 | = | 0 |
|  |  | 10 |  |  |  | 30 |

First Semester GPA = (30/10) = 3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Second semester | Grade | Credit |  | Grade Point |  | Total |
| First course | B | 3 | x | 3.5 | = | 10.5 |
| Second course | B | 5 | x | 3.5 | = | 17.5 |
| Third course | A | 5 | x | 4 | = | 20 |
|  |  | 13 |  |  |  | 48 |

Second Semester GPA = (48/13) = 3.69

Cumulative GPA (Both Semesters) = (30 + 48)/(10 + 13) = 3.39

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| or Cumulative GPA = 3 | x | (4+4+2) | + | 3.69 | x | (3+5+5) | = | 3.39 |

**Core GPA**

Students’ core grade-point average is calculated by dividing the total number of grade points earned in core courses which award letter grades of A, B, C. D, E or F by the total number of academic credit hours attempted in such courses.