

46 I FACULTY/STAFF GUIDELINES

COURSE EVALUATIONS

Continuous assessment shall take place throughout the semester. Examinations and tests shall be given at the discretion of the lecturer. **There should be at least two major evaluations inclusive of the final examination.**

Continuous assessment accounts for forty percent to sixty percent of the course grade, and the final examination for the remaining percentage of the course grade. Under no circumstance should the continuous assessment grade or final evaluation grade account for less than forty percent of the final course grade. **There will be a final oral, written or practical examination for every course.**

SUPPLEMENTAL EXAMINATIONS

A student who completes a course satisfactorily but fails to obtain a passing grade may apply to take a final supplemental examination. The supplemental examination should be given and scored before the beginning of the ensuing semester. The Department Head is responsible for the supplemental examination process.

GRADING SYSTEM

When requirements for each course are satisfactorily completed, credits are assigned. The quality of performance is indicated by the grade given at the end of the semester.

	GRADE	GRADE POINTS
A+	Superior	4.0
A	Outstanding	4.0
A-	Excellent	4.0
B+	Very High	3.0
B	High	3.0
B-	Good	3.0
C+	Above Average	2.0
C	Average	2.0
C-	Below Average	2.0
D	Weak	1.0
F	Failure	0
I	Incomplete	0
W	Withdrawn	0
WP	Withdrawn Passing	0
WF	Withdrawn Failing	0
AU	Audited	0