Grading Policies and Other Related Academic Policies

Grading Procedure

All students must receive a grade in each registered course at the end of each academic term. The grade must represent the student's cumulative performance in the course.

After grade reports are processed (one week), each student will receive a notification (through the official communication system) informing them that grades are available at their student portal.
Grades cannot be changed; students can always discuss potential grade inconsistencies with the course faculty. If the student cannot resolve the grade situation with the faculty member, the next step is to follow the University's grievance procedure.

Furthermore, if the faculty member decides to change the grade after analyzing the case, a "Change of Grade Form" must be filed.

Grading System

Harson University utilizes a grading system for courses at the graduate and undergraduate levels commensurate with a course's cumulative performance. The Student Information System, Academia, automatically assigns a grade based on the logic explained in the following table:

Grade	Description	Percentage	Quality Points
A	Excellent	90 – 100 %	4.0
B	Good	80 – 89.99 %	3.0
C	Average	70 – 79.99 %	2.0
D	Poor	65 – 69.99 %	1.0
F	Failing	Up to 64.99 %	0.0
WA	Withdrawal – No Attendance	Not Computed *	0.0
W	Withdrawal – Prior to 50 % completion	Not Computed **	0.0

* During the Add-Drop period.
** After the Add-Drop Period.

Please note that "Not Computed" grades are not part of the grade point average (see Grade Point Average below).

Grade Point Average

The Grade Point Average (GPA) is a number that indicates how high students scored in courses on average. Using a scale from 1.0 to 4.0, the GPA tracks the student's progress while enrolled in a program of study. This number assesses whether the student meets the standards and expectations set by the degree program. GPA calculation uses "Quality Points" assigned to each course credit hour as shown in the Grading System previously described. Specifically, an example of Cumulative GPA calculation follows:

Cumulative GPA = (Total Number of Quality Points) / (Total Number of Term Credit Hours)

In the above calculation, (Number of Quality Points Per Course) = (Quality Point Per Credit Hour) × (Course Credit Hours)

Where course represents any academic course in which a student has enrolled and a grade of "A," "B," "C," "D," "F," or "WF" was assigned.

Example:
Course A, 3 Credit: Grade A | A=4 Quality Point Per Credit Hour | 12 Quality Points Course B, 3 Credit: Grade B | B=3 Quality Point Per Credit Hour | 9 Quality Points

GPA = (12+9)/(3+3) = 3.50

Minimum Academic Standards

Harson University's minimum academic standards are coherent with its mission and vision. As such, details are below:

- Students enrolled in an undergraduate program must maintain a minimum cumulative GPA of 2.00.
- Students enrolled in a graduate program must maintain a minimum cumulative GPA of 3.00.

Incomplete "I" Grade Policy

Harson University's policy is that a faculty member, at their discretion, could use an Incomplete grade to record a temporary designation representing a student's inability to complete a gradable portion of coursework for reasons beyond the student's control. Furthermore, to take advantage of this opportunity, the student must submit the requirements imposed by the course faculty no later than one (1) academic term after the incomplete grade.

An Incomplete grade may be granted, at the discretion of the course faculty, only to a student who experienced a mitigating circumstance, such as an unexpected personal, job-related, or medical emergency, that justifiably prevented the completion of required coursework within the timeframe allowed. Under this policy, an incomplete grade cannot be granted to a student as a replacement for a failing grade, even if such a student experiences an emergency like those described.

Academic Probation

Harson University's minimum academic standards are consistent with its mission and vision. Students who fall below these standards will be considered on academic probation. Students on academic probation must achieve minimum academic standards by the end of the academic year. Students may be withdrawn from the program of study at Harson University if they fail to achieve minimum academic standards.

Repeat Courses

Students may retake a course if a failing grade is obtained. Students are financially responsible for the costs associated with retaking a course. Their grades will factor into their cumulative GPA and academic record. Students are encouraged to retake any course(s) they have failed as soon as it becomes available. When retaking a course, only the last grade received will be used to compute the cumulative quality-point index. The previous grade(s) will remain on the transcript but not as part of the cumulative index.

Graduation Policy

To qualify for graduation, students must complete the full academic curriculum as outlined in the catalog within the designated timeframe.

Requirements

- Undergraduate Students: Must have a minimum cumulative GPA of 2.00.
- Graduate Students: Must have a minimum cumulative GPA of 3.00

Once all academic requirements are met, you will receive a notification in your last semester to begin the official graduation process and participate in the commencement ceremony. Students may file a graduation application and pay the graduation fee. The Office of the Registrar will use the application to complete a degree audit to ensure students are meeting graduation requirements.

If you apply for graduation but don't meet the minimum requirements, you will receive a detailed status report on your progress and what you still need to complete.

Recognition of Honors

Students who achieve academic excellence may be awarded a degree with honors. To be eligible, students must earn an overall GPA in one of the following ranges:

- President's List: 4.00
- Dean’s List: 3.60 – 3.99