

THE REGULATION FOR KEUKA STUDENTS

Grading Scale and Quality Points

Instructors base the student's grade on:

- Performance in the classroom, including free discussion, answering questions, engaging in classroom activity, etc.
- Attendance
- Achievement on homework and group exercises
- Classroom tests and final examination

Keuka College undergraduate grades are calculated using the following scale:

		<u>QUALITY POINTS</u>	<u>Percentage Points Achieved</u>
A	SUPERIOR	4.00	93-100
A-		3.67	90-92
B+		3.33	87-89
B	COMMENDABLE	3.00	83-86
B-		2.67	80-82
C+		2.33	77-79
C	SATISFACTORY	2.00	73-76
C-		1.67	70-72
D+		1.33	67-69
D	DEFICIENT	1.00	63-66
D-		0.67	60-62
F	FAILING	0.00	59-0
	Outstanding work not completed in 30 days will result in a grade of "F."		

Students can receive a failing grade for poor performance, unsatisfactory attendance, incomplete assignments, absence from examinations, cheating, etc. Please note that Keuka College does not allow incomplete (“I”) grades, thus outstanding work not completed by the instructor’s specified date or within two weeks after the course has ended will result in a grade of “F”.

The quality points listed in the grading scale above are used to calculate the student’s Grade Point Average, commonly referred to as the GPA. The GPA measures a student’s overall progress and is used to:

- determine a student’s status in the program as outlined in the section on *Guidelines for Satisfactory Progress*.
- set a minimum graduation requirement discussed later under *Degree Requirements and Graduation*.

Along with the student’s letter grade, the GPA is reported on the official Keuka College transcript. More information on the formula to calculate the GPA can be found later in the section on *Keuka College Transcripts*.

Student Grade Reports and Posting

Students who receive a deficient (D+, D, D-) or failing grade (F) should be given a detailed explanation from their course instructor. While the grades of “D+” and below are deficient, students need only repeat a course if they fail.

Keuka College will process the instructors’ final grades and release individual student grade reports to be disseminated to the students from University of Science-Vietnam National University Ho Chi Minh City.

As stated previously, Keuka College prohibits publicly posting grades using identifiable student information under FERPA regulation.

Grade Inquiries

Students will have a maximum of two weeks from the time their final grade is posted to question the grade. Students may approach their Keuka instructor directly if he/she is available on their campus or by email to inquire about their grade. However, if no response is given, a formal inquiry may be submitted to University of Science-Vietnam National University Ho Chi Minh City Program Coordinator along with sufficient evidence. The University of Science-Vietnam National University Ho Chi Minh City Program Coordinator’s Office will forward questions along with any evidence to the Registrar’s Office, who will then work with the instructor to confirm the final grade and return the outcome to University of Science-Vietnam National University Ho Chi Minh City.

Repeating a Course

Students are able to repeat courses to improve their academic standing in the program. The first course grade is not computed in the grade point average (GPA) or Keuka College credit hours earned toward graduation after it has been repeated. Once repeated, the resulting grade becomes the final grade for this course. Please note that a student who fails the same course three times is not permitted to repeat the same course a fourth time and will thus be ineligible to graduate.

Repeated coursework may occur at any time during the student's enrollment in the program or up to two years following the original expected graduation date. Courses can be repeated based on course availability in the teaching schedule and the number of students limited to the class. The student is also responsible for the course tuition and any additional administrative fees or accommodation charges imposed by the host university.

Guidelines for Satisfactory Progress

A student's continued eligibility for graduation depends on making satisfactory academic progress. **A student must achieve a minimum 2.0 cumulative grade point average and have no failed courses by the end of his/her program in order to earn a degree.**

Determining Academic Status

Upon the completion of each Keuka College semester, the Keuka College Registrar's office will examine each student's transcript. Students whose cumulative grade point average (GPA) is below 2.00 will be placed on academic probation until such time as the student improves his or her GPA or is dismissed. Students with low GPAs or who have completed the majority of their coursework and not maintained a satisfactory GPA may be dismissed from the program.

Students who are on probation will have this status noted on their official transcript during the final semester of the program or during the semester in which the evaluation was completed (usually the last semester). Those students who fall within the probation criteria at the end of the program (10 courses) will be held for delayed graduation. These students must complete their outstanding requirements within two years from their original expected graduation date.

Each course in Keuka program builds upon the information learned in previous courses. Please note that students who enter the program in 2011 may be required to complete failed coursework before graduation or advancing to upper level courses at the discretion of Keuka College. While this could delay the student's original expected graduation date, it will help to ensure the student's ultimate success in future coursework. For additional information, please refer to the policy on *Repeating a Course*.

Keuka College Transcript

The Keuka College transcript is the official document of the student's academic record and is maintained by the Registrar's Office. The student's name, Keuka College identification number, degree earned and conferral date are shown in the heading.

Please note that the student's concentration (i.e., international finance, human resources, etc.) will not be documented on the Keuka College transcript.

The body of the transcript will list the name of University of Science-Vietnam National University Ho Chi Minh City first along with the total number of credit hours accepted as transfer work. The Registrar's Office will evaluate the student's transcript from

University of Science-Vietnam National University Ho Chi Minh City and determine the total number of credits to be awarded. Coursework from University of Science-Vietnam National University Ho Chi Minh City is accepted by Keuka College as credit hours only and included in the total number of credits hours earned toward the degree. Individual grades do not transfer. Students in Keuka-Vietnam program who have sufficient, transferable credit are considered to have the equivalent of an Associate's Degree.

Thus, students may have courses in which grades of C- or D are transferred toward their Keuka College degree. No failed courses will be accepted for transfer.

Each completed course will show the letter grade, credits hours attempted (HA), credits hours earned (HE), and grade points (GP). The student's grade point average (GPA) and cumulative grade point average (Cum GPA) is calculated and the end of each semester according the grading scale shown previously using quality points:

Each completed course will show the letter grade, credits hours attempted (HA), credits hours earned (HE), and grade points (GP). The student's grade point average (GPA) and cumulative grade point average (Cum GPA) is calculated and the end of each semester according the grading scale shown previously using quality points:

B+ = 3.33 quality points		x	3 credit hours earned		=	9.99 grade points	
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Fall 2017		Grade	HE	GP
ACC 102	Managerial Accounting	B+	3	9.99
MKT 220	Principles of Marketing	C	3	6.00
HRM 208	Human Resource Management	A-	3	11.01
Semester		3.000	9	27.00
Cumulative		2.866	15	42.99

The total number of grade points (GP)	÷	total credit hours earned (HE)	=	GPA
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A student's grade point average is computed only on the credits and grades earned at Keuka College.

Finally at the end of the transcript, the date that the student completes the degree requirements will be noted. Typically this is the last day of the final course taken.

Degree Requirements

Undergraduate: All students working toward a baccalaureate degree must meet the following basic requirements for graduation:

- At least 60 credits must be in liberal arts and sciences
- Satisfactory completion of 120 total credits
- Cumulative grade point average (GPA) of at least 2.00
- Completion of major requirements with a discipline GPA of at least 2.00
- Completion of Keuka College core curriculum requirements
- Demonstration of English Proficiency through one of the following means:
 - TOEFL: 550
 - IELTS: 6.0
 - Equivalent (conducted by University of Science-Vietnam National University Ho Chi Minh City and Keuka)

Withdrawal from a Course

Withdrawal from a course is only permitted in the event of a medical or family emergency after the first week of class. Students must complete a *Course Withdrawal Form*, obtain signatures from the University of Science-Vietnam National University Ho Chi Minh City

Program Coordinator who will then submit the withdraw form to the Keuka College Registrar. A copy of the form can be found at the end of this section. In the event the student is unable to submit the withdrawal form, the University of Science-Vietnam National University Ho Chi Minh City Program Coordinator should notify the student's instructors and the Keuka College Registrar's Office on behalf of the student.

In such approved cases, instructors are permitted to give the student a "INC" on the grade roster. If the instructor deems that sufficient work has been completed (usually 75% or more of the total course work), the student may be permitted to complete any outstanding assignments upon returning to the university at the discretion and availability of the instructor. The instructor should submit a grade change form to give the student a grade. A maximum of 2 weeks from the end of the course is allowed to complete outstanding work or the grade of "INC" is converted to an "F".

Students who withdraw by the end of the first week of class will be permitted to retake the course at no additional charge provide they paid for the course in full and no refund was granted. For withdraws after the first week of class, students must pay the course fee again in order to repeat the course despite any full or partial course fees paid. The policies for Repeating a Course and Delayed Graduation will also apply.