

Grading System

Students' academic progress is assessed through various means, including in-class assignments, homework assignments, projects, attendance, quizzes, and exams. All exams are proctored to ensure academic integrity and fairness in assessment. Grades for all assessments are recorded on the student's transcript. The CGPA is calculated as a weighted average of grades earned in all courses. For each course, the credit hours are multiplied by the quality points earned on that course. The total quality points earned across all courses are then summed up. This sum is divided by the total credit hours completed to yield the CGPA.

Letter Grade	Quality Points	Numeric Grade	Calculated into GPA
A	4.0	96-100	Yes
A-	3.7	90-95	Yes
B+	3.3	87-89	Yes
B	3.2	83-86	Yes
B-	3.0	80-82	Yes
C+	2.5	77-79	Yes
C	2.2	73-76	Yes
C-	2.0	70-72	Yes
D+	1.7	67-69	Yes
D	1.3	63-66	Yes
D-	1.0	60-62	Yes
F	0.0	59 and below	Yes
WF	Withdraw Failing	*	Yes
W	Withdraw	*	NO
WA	Administrative Withdraw	*	NO
TC	Transfer Credit	*	NO
I	Incomplete	*	NO
P	Pass	*	NO
NP	Not Passing	*	NO

Incomplete Grades Policy: Students at San Ignacio University may receive an Incomplete Grade ("I") in a course if extenuating circumstances arise during the term, such as critical illness/injury, severe family emergency, or incarceration, preventing them from completing final coursework or examinations. Documentation supporting the request for an incomplete grade must be provided. Students receiving an "I" must complete the required coursework to receive a final grade in the course during the following term or by the date specified by the instructor. If incomplete coursework is not completed by the specified deadline, the grade of "I" will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, coursework, or examinations, and the student's final grade will be determined according to the course syllabus. If the final grade is not passing, the student may be required to retake the course at their expense. The repeated course will count toward the student's total credits attempted for their program, and Satisfactory Academic Progress will be recalculated accordingly.

Dismissal and Suspension Policy: Students may face suspension from class for disruptive or disrespectful behavior toward others or arriving under the influence of alcohol or illegal drugs. Notification of suspension will be provided to the student, and multiple suspensions may lead to official dismissal from the university.

Withdrawing from the University: If a student withdraws during an academic term, they will be assigned a W or WF grade for each class in process, depending on the withdrawal date.

Repeating a Course Policy: Students must repeat courses for which they received a failing grade, and the higher grade will be used in the Cumulative Grade Point Average (CGPA) calculation. If a student retakes a course due to a failing grade during the first attempt and passes the second time, the failing grade will no longer affect the CGPA. Both the original and repeated courses count toward the student's total credits attempted for their program for Satisfactory Academic Progress determination.

GRADUATION POLICY

The Graduation Policy at San Ignacio University outlines the requirements and procedures for students to successfully graduate from their academic program. These requirements ensure that students meet the necessary academic standards and fulfill all degree requirements established by the institution.

Requirements for Undergraduate and Graduate Students:

- Undergraduate students must have earned a minimum Cumulative Grade Point Average (CGPA) of 2.0, while graduate students must have a minimum CGPA of 3.0.
- Students must successfully complete all required courses and minimum credit hours as outlined by their program.
- The program must be completed within a maximum number of credit hours attempted, not exceeding 150% of the total program length. (Refer to the Satisfactory Academic Progress policy for further details.)

Academic Review for Graduation:

- The Registrar conducts a review of academic records for students scheduled to complete a program to ensure all requirements have been met.
- Students must be current on all financial obligations to the university to receive their official degree.

Exit Tasks- In addition to academic requirements, students must complete the following tasks:

- **Assessment Evaluation:** Pre- and Post-Test requirements must be completed. These evaluations are confidential and used to review and update program offerings.
- **Graduate Satisfaction Survey:** Students must complete a confidential survey, which informs the university's strategic planning process.
- **Graduate Exit Interview:** Graduates may be asked to attend an exit interview.

Application for Graduation: Students must apply for graduation to the University Registrar by the end of the third week of classes in their final term, along with payment of the graduation fee. An internal audit is conducted by various departments to review the student's files and clear up any pending matters. Students who do not meet minimum requirements will be informed of their progress and any remaining requirements.

Leave of Absence Policy (LOA): Domestic Students- Is a temporary interruption of a student's program of study that may be granted for several reasons. Students must apply for an LOA in advance unless unforeseen circumstances prevent this. An LOA may be granted for a period not exceeding 180 days in any 12-month period. While on LOA, students will not be subject to increases in tuition rates or additional institutional charges. Students on authorized leave of absence are responsible for notifying the Office of Financial Aid of their current enrollment status.

International Students- International students may be eligible for an Authorized Medical Leave of Absence with supporting documentation from a licensed medical doctor.

For Non-Medical Leave (personal or academic reasons), the SEVIS status will be terminated under the reason "Authorized Early Withdrawal". Students are required to depart from the U.S within 15 days of withdrawal or LOA Approval. To return to the U.S and continue the academic program, students must obtain a new I-20 and pay I-901/SEVIS fee. Re-entry is not guaranteed and is subject to visa validity. For International students, please consult your SEVIS University Officer for eligibility

All Students are required to return from LOA on the date indicated or will be withdrawn from the program of study

Leave of Absence for Active Military Duty - SIU offers a military leave of absence (MLOA) to students who are members of the active uniformed military services of the United States who are called to active duty. An MLOA allows a student to be absent from the University for active duty without penalty to admission status or grade point average and without loss of institutional financial aid. the MLOA will last until he/she returns from service. The student SIU email accounts will remain accessible while on duty.

Students must notify the University as soon as possible, not to exceed one month, after active-duty orders are received. Students may apply for MLOA by submitting the appropriate form and supporting documentation to the registrar's office and the SCO.

Returning to SIU after MLOA- After a student fulfills his/her military obligations, he/she should contact the student service and or the registrar's office for assistance with the process of returning to SIU. If she/he plans to use VA education benefits when returning, be sure to contact the SCO after registering for classes so the SCO can report his/her enrollment to the Department of Veterans Affairs. Students will need to provide /her DD214 discharge documents.