

## ASSIGNMENTS AND GRADING

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Each course consists of a number of assignments from which the final grade is derived. Each assignment is listed and explained in the Moodle classroom. This includes information on how the assignments are weighted for the final grade. The most common assignments are:

- Book review
- Exegetical paper
- Reading journal/list
- Team projects
- Class presentation
- Active participation in class
- Term paper
- Exercises
- Interviews / fieldwork
- Exams
- Portfolio

### 1. Assignment Due Dates

All assignments for a course must be handed in to the professor via the Moodle platform within eight weeks after the end of the class phase. The deadline for online evening courses is three weeks after the last evening of class. For extraordinary cases, students must make arrangements with the lecturer.

After submission, lecturers have four weeks to complete the grading and return the graded work or display it in the Moodle course room.

### 2. Extensions

If submission deadlines cannot be met, students have the option of applying for an extension (see [“Requesting Extension”](#) in the Moodle Lounge).

Assignments that have not been submitted on time and for which no extension has been requested will be graded with an F (Fail). Should an extension date not be met, the “I” (Incomplete) will be changed to an “F”, unless a further extension is approved.

### 3. Administration of Grades

A file is kept for all students at CIU Korntal, which contains application documents and correspondence as well as all documents relevant to their studies (petitions etc.).

The official documentation takes place in the CIU database – a “study account/audit” is kept for each student, in which all courses taken and the assessments with the current average grade are registered. Every student receives access data to their personal study account at the beginning of their studies and thus has access to study-related information, including grades, at all times.

## 4. Grading System

The **CIU grading system** (CIU Graduate/Advanced Grading Scale) from the current Academic Catalog applies. The grading system corresponds to the American grading system.

For a better overview, the good to excellent areas (green) and the risk areas (yellow and red) are color-coded according to a traffic light system.

The letter grades and descriptions used in the European ECTS system are also shown for comparison.

**Attention:** The table is not a conversion table and does not show any equivalents.

CIU's Grading System				European Credit Transfer System ECTS	
US-Letter Grade	GPA / Quality Points	Percentage	Description		
A	4.0	95%-100%	Excellent	A	Excellent
A-	3.7	92%-94%	Very Good	B	Very Good
B+	3.3	89%-91%			
B	3.0	86%-88%	Good	C	Good
B-	2.7	83%-85%			
C+	2.3	80%-82%	Acceptable Minimum requirement fulfilled	D	Satisfactory
C	2.0	77%-79%			
C-	1.7	74%-76%			
D+	1.3	71%-73%	In Deficit	E	Sufficient
D	1.0	68%-70%			
D-	0.7	65%-67%			
F	0	0%-64%	Fail	F	Fail
I			Incomplete		
S/U			Satisfactory/Unsatisfactory		

## 5. Grade Point Average (GPA)

See also [CIU 121.002 Academic Standing Policy](#).

The minimum grade point average for graduation is

- Undergraduate/BA: 2.0 GPA (grade C)
- Graduate/MA: 2.5 GPA (grade between B- and C+)
- PS PhD: 3.2 GPA (grade B+)
- PS DML: 3.0 GPA (grade B)

Students are responsible to check their GPA regularly via their audit (accessible through myCIU).

The GPA is important because it describes the performance limit that *must not be undercut*. If this is the case, the program cannot be completed successfully.

Academic advisors also monitor their student's GPA and will offer advice at the earliest signs of getting close to the minimum GPA.

The GPA is calculated from the sum of the quality points (all percentages or all points of the courses summed up as numbers between 0-4, see grading system above) divided by the number of courses.

This reflects the overall performance of the students and shows the tendency to improve or deteriorate over the course of their studies.

If the average falls below the minimum GPA, the degree program is automatically continued on probation.

If the average is below the minimum GPA in two consecutive lecture periods, the course must be discontinued and re-entry is only possible after a full re-application.

## **6. Assessment Criteria**

See also [CIU 105.001 Grading Policy](#).

Students are primarily assessed on the extent to which they have achieved the learning objectives specified in the module description. Has the acquisition of the skills described there been demonstrated? This principle is based on the assumption that all tasks of the course have been clearly derived from the learning objectives of the course.

## **7. Complaints/Grievances**

If a person feels unjustly treated, or if there is another reason for a complaint, first of all the student should speak with those concerned in order to seek a consensual agreement. Should conflicts arise, which cannot be solved satisfactorily by the persons concerned, the course representative is first consulted, and finally the leadership team. For more information see the ["Grievance Policy" of CIU](#).

Should the grade for a paper be questioned, the student should first speak with the professor directly. If no agreement is reached, the student may consult the Dean. After three months the right of appeal is no longer possible; legal action is barred. For the procedure see also the ["Grading Policy" of CIU](#).

## **8. Disciplinary Cases/Plagiarism**

CIU Korntal reserves the right to appeal in cases of misconduct by students. Plagiarism is not tolerated in any case and is consequently prosecuted as well as punished. If no insight or agreement is reached, the exclusion from the university or from the academic program can be *the most severe measure*. In this case, the faculty must be heard.

We follow [CIU 123 002 Plagiarism Policy](#).

Students are familiarized with this in the introductory course *THE 5305 Mission and Methods of Theology*. In addition, students are obliged to inform themselves about the CIU Korntal's definition of plagiarism and the associated sanctions.

International Adjunct Professors cover a large proportion of the courses at CIU Korntal. To ensure that their resources are not unnecessarily burdened by the differentiated procedure in the event of plagiarism, the academic advisors and the Dean of CIU Korntal take over the further steps as soon as they receive information about plagiarism from one of the Adjunct Professors. In the process, they adhere to the guidelines set out in the current CIU policy.

***Re-examination***

Should a professor permit a re-examination due to extraordinary circumstances, this must take place within two weeks after the end of the class phase. The grade of the re-examination will be included in the total grade.