

Grading Policies

All grades earned by the student become a part of his or her permanent record and will be shown on every transcript of credits issued by Unity Institute.

Grades: Grades for graduate work are A, B, C, D and F, and receive the following grade points:

A = 4 grade points per credit hour (or unit)

B = 3 grade points per credit hour (or unit)

C = 2 grade points per credit hour (or unit)

D = 1 grade point per credit hour (or unit)

F = 0 grade points per credit hour (or unit)

I = Incomplete (see section below on incomplete grades)

W = Withdrawal (see section below on withdrawal)

AU = Successful audit (see section below on auditing a class)

WA = Withdrawn or unsuccessful audit (see section below on auditing a class)

Graduation requires a 3.0 cumulative grade point average or above on a 4.0 scale.

Grades below C may not be used to satisfy degree requirements, and a maximum of six hours of a grade of C may be counted toward a degree. Grades below C may not be used to satisfy certificate requirements for core courses. Courses may be repeated in regularly scheduled terms (not as independent study). In such cases, both grades are posted and only the repeated grade is calculated in the term and cumulative grade point averages. Credit will be given only once toward graduation requirements.

Grade appeal: Grade appeals must first be discussed with the relevant faculty member. If the issue cannot be resolved with the faculty member, the student may submit an appeal in writing, with documentation, to the Dean within four weeks of the faculty member's decision. Should the student wish to appeal the Dean's decision, an appeal must be made in writing, with documentation, to the Vice President of Education within four weeks of the Dean's decision. The decision of the Vice President is final.

Grade point average: The Unity Institute grade point average (GPA) is calculated using the following formula: GPA equals the total grade points from courses taken at Unity Institute divided by the total credit hours (or units). Total grade points is the sum of the products of the credit hours (or units) of each course taken at Unity Institute multiplied by the grade point value of the grade earned in each course. Total credit hours (or units) is the sum of the credit hours taken at Unity Institute.

The Unity Institute GPA is calculated using only courses taken for credit at Unity Institute. Transfer credit does not affect the Unity Institute GPA.

Incomplete grades: Faculty have the option of assigning the grade of “I” (Incomplete) in situations involving serious illness or emergency that are beyond the control of the student. To receive the grade of Incomplete, a student must petition the instructor before the end of the class, stating the reasons for the incomplete grade. The request for an Incomplete, listing requirements for completing the course and the date that the course must be completed must be signed by both the student and the instructor. The instructor, on this form, will assign a “replacement grade” that the student will receive if the course is not completed by the deadline. Students have up to two months from the last day of the term to complete the course. Failure to do so will result in the assignment of the “replacement grade.” Students facing extraordinary situations may, on the approval of the Dean, request an extension of another month to complete the course.

Satisfactory academic progress: Students who earn a grade point average equal to or greater than 3.0 per term will be considered making satisfactory progress. A student whose cumulative GPA falls below 3.0 or whose term GPA falls below 3.0 for two consecutive terms will result in the student being placed on academic probation and limited to a maximum of nine credit hours per ten-week term and a maximum of three credit hours per three-week term. Further unsatisfactory progress will result in a review of the student’s eligibility to continue in the program.

Auditing a class: Auditing a class is available to any student. Nondegree-seeking students must apply for admittance to Unity Institute. Regular attendance in the class is expected of all auditors. Auditors should talk with faculty about anything else that is expected of them in each class.

A class being audited may not be changed for credit after the last day to add a class. Only regularly scheduled classroom courses may be audited. Not all courses are available for audit.

Students who successfully complete an audit will receive a grade of AU. This indicates regular attendance and involvement in an audited course. Academic credit is not received and hours are not computed in the grade point average.

Students who withdraw from or who are unsuccessful in the audit receive a grade of WA. This indicates that regular attendance and/or requirements were not satisfactorily fulfilled for an audited course and/or the student withdrew from the course.

Withdrawal: If it is necessary for a student to withdraw from a course after the last day to drop, the student must complete the Petition for Excused Withdrawal form (available from the Registrar). Withdrawals after the last day to drop are approved only in the case of emergencies beyond the student’s control. Withdrawals are official when the form has been completed, returned to the Registrar and approved by the Dean. Students who do not officially withdraw from a course will receive a final grade of F. Provisions for continuing the program will be made on an individual basis, in consultation with the student’s advisor and the Dean.