

4. If the informal process does not resolve the issue, he or she must then file a formal written appeal to the academic standards and admissions committee with a copy provided to the VPAA. The VPAA notifies the division chair and faculty member that a formal appeal has been filed. This must be accomplished within one month of the end of the informal process. The voting members of the academic standards and admissions committee will convene a formal hearing regarding the appeal within two weeks of receipt. The committee will prepare written findings within seven days of the hearing. Copies of the findings are sent to the student, faculty member, division chair and VPAA.
5. If the student or the faculty member is not satisfied with the findings, he/she may submit a formal appeal to the president within two weeks of the academic standards and admissions committee written findings. The decision of the president is final.

Grading System

Grades reflect achievement and competency rather than just class attendance. Achievement is based on the evidence of tests, class participation, research, proficiency in skills and/or other means of measurement as defined by the instructor.

Each grade carries a grade point component for each credit hour. To determine the grade point average, the total number of points earned in any one term is divided by the total number of credit hours attempted. This includes credit hours with a grade of “F.”

A	Superior, outstanding work	4 grade points
B	Excellent, high quality work	3 grade points
C	Average, satisfactory work	2 grade points
D	Below average, passing	1 grade point*
F	Failure	0 grade points
P	Pass	Not calculated in GPA
U	Unsatisfactory	Not calculated in GPA
I	Incomplete	Not calculated in GPA
W	Withdraw	Not calculated in GPA
WP	Withdraw passing	Not calculated in GPA
WF	Withdraw failing	0 grade points

* may only be applied toward general electives

Grievance Policy

Mount Marty University students have procedures they may follow in carrying out or stating a grievance against an instructor. Issues of sexual harassment or misconduct should be reported to the dean of students and Title IX coordinator in accordance with the Mount Marty Title IX policy and the sexual harassment policy as outlined in the student handbook. The first step in the grievance process is to discuss the grievance with the instructor.

1. If the discussion with the instructor does not resolve the issue for the student, the student must then speak with the division chair.
2. If the discussion with the division chair does not resolve the issue for the student, the student must then speak with the VPAA.
3. If the informal process does not resolve the issue for the student, he or she must then file a formal written appeal to the academic standards and admissions committee with a copy provided to the VPAA. The vice president notifies the division chair and faculty member that a formal appeal has been filed. This must be accomplished within one month of the end of the informal process. The voting members of the academic standards and admissions committee along with two appointed students will convene a formal hearing regarding the appeal within two weeks of receipt. The committee prepares written findings within seven days of the hearing. Copies of the findings are sent to the student, faculty member, division chair and vice president.
4. If the student or instructor is not satisfied with the findings, he or she may submit a formal appeal to the president. The appeal must be filed within two weeks of the academic standards and admissions committee written findings. The decision of the president is final.

Incomplete

An incomplete grade is given only when a student whose course work is satisfactory has, for reasons acceptable to the instructor, been unable to complete the work. The incomplete is to be made up 75 days after the term ends or no later than the end of the following term. If a grade change is not submitted to the registrar's office by the deadline, the incomplete becomes a failing grade.

Students may be placed on financial aid "warning" or "suspension" status for not completing the minimum credit hours standards of Mount Marty's satisfactory academic progress policy. In addition, students may have federal funds returned per the federal return of Title IV funds policy if all incomplete grades are assigned for the term. This would then create a student account balance due in the business office.

Leave of Absence

Students choosing to interrupt their studies for academic, financial or personal reasons may apply for a leave of absence. Students should contact the registrar's office for the form, meet with the dean of students and obtain the approval of the VPAA before leaving Mount Marty University. Students should not attend another institution while on a leave of absence. Students granted a leave after 60% of the term will receive grades of WP (withdraw passing) or WF (withdraw failing).

The leave may be granted for no more than one semester and may only be used once while enrolled. To request an extension or to utilize this policy for more than one semester, the student must re-submit the application form and obtain approval from the VPAA.