GRADING AND EVALUATION POLICY

Prepared by:	Reviewed by:	Approved by:
Janet Chumpitaz Miranda 	Alberto Alegre 	Julien Georges André Noel 
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1. PURPOSE

This policy establishes the principles, standards, and guidelines that guide the planning, organization, development, evaluation, and continuous improvement of the university's academic activities.

2. SCOPE

This policy is mandatory for all academic units of the university, all academic faculties, academic authorities, and staff in general who provide academic services at the undergraduate and graduate levels.

3. REGULATORY FRAMEWORK

- Regulation on Diversity, Equity, and Inclusion (SB 266 - Restriction on Higher Education).
- Student Code of Conduct (Florida Statutes 1006.60 for higher education).
- Florida Statutes - Student and Parental Rights (Section 1002.20).
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- Florida Statutes - Student and Parental Rights (Section 1002.20).
- Privacy and Data Protection Policy (FERPA)
- Accessibility Regulations (ADA - Americans with Disabilities Act).
- CFU Academic Regulations

4. DEFINITIONS AND TERMS

- Academic units: These are organizational structures within an educational institution that are organized around one or more fields of knowledge, related disciplines, or interdisciplinary subjects. Their members are usually primarily teachers and are governed by a development plan and institutional regulations.
- Academic authorities: these authorities officially represent the academic units, make strategic decisions, and oversee educational policies.
- Levels: these are the organized and progressive stages that a person goes through during their academic training. We have undergraduate and graduate levels.

5. GENERAL POLICY AND GUIDELINES

5.1. General policy statement

This policy ensures that all assessment activities support student learning and ongoing participation, promoting the quality and relevance of CFU's educational offerings. It should be noted that this policy will be reviewed annually, and any changes will take effect in the semester immediately following the date of publication of said change.

5.2. Specific Guidelines

5.2.1 Evaluation Methodology

CFU courses typically last 8 weeks and are divided into 4 units, each lasting 2 weeks. Courses can be graded using the grading systems shown here:

System	Unit1	Unit 2	Unit 3	Unit 4
A	20%	20%	20%	40%
B	25%	25%	25%	25%
C	10%	20%	30%	40%

5.2.2 Unit Assessment Components

Entry Assessment:

- A Diagnostic Assessment is administered in Unit 1.
- This assessment does not contribute to the unit grade, but it is mandatory and allows us to assess the student's prior knowledge. The assessment components for each unit correspond to:

Component	Detail	Score
Assignment	Main evaluation of the unit	Up to 100 points
Test 1 and Test 2 for each unit	If you score 80 or more points, 5 points are added per test	Up to 5 points per test
Academic Forum	If you obtain 80 or more points, 10 points are added to the corresponding assignment	Up to 10 points per forum
Participation (Unit 4 only)	Assigned by the instructor based on participation in the course	Up to 10 points per course

- Bonuses for tests, forums, and participation are applied up to a maximum of 100 points.
- Active student participation and the score assigned are at the discretion of the course instructor and only count toward Unit 4.

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Examples of score calculations:

Component	Score	Bonus Applied	Subtotal
Assignment	100	100	85
Test 1	82	+5 pts	
Test 2	78	+5pts	
Academic Forum	91	+10 pts	
Total Unit	100		100 pts

Attendance and Participation:

The concept of attendance in CFU corresponds to the submission of activities by the student in each unit within the defined periods. The timely submission of assessments therefore represents the student's attendance record.

Late submission of the activities scheduled in each unit affects the corresponding attendance record, which is registered as an absence. Continuous absenteeism (greater than 10%) affects the satisfactory status of academic progress (Satisfactory Academic Progress).

5.2.3 Grade Scale

Assessments are graded on a 100-point scale. Therefore, the final course grade is the result of the weighted average according to the grading system implemented in the syllabus.

Based on the resulting average (rounded up to the nearest 0.50), the CFU Grade is assigned in letters according to the attached table. Similarly, the same table shows that for the calculation of the semester and cumulative Weighted Average, Credit Hours are assigned and rounded to two decimal places as shown.

CFU Note	Credit hours	Equivalent to the 100-point system
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	70-76

D	1.00	65-69
F	0.00	0-64
I	0.00	N/A (Incomplete)

5.2.4 Late Work

Given that CFU courses are structured into 2-week units within an 8-week term, students are expected to submit all academic activities by their scheduled unit deadlines. However, students may request an extension of up to 3 calendar days exclusively for unit assignments.

Other assessment components, such as Academic Forums and unit Tests, have strict deadlines and are not eligible for deadline extensions. The granting of a 3-day assignment extension, as well as the application of any corresponding grade deductions for late submissions, remains at the sole academic discretion of the qualified faculty member instructing the course, ensuring fairness and consistent supervision of student performance.

5.2.5 Course extension and Incomplete grades policy

To ensure academic integrity and provide flexibility for students facing unforeseeable emergencies that prevent them from finishing the course, CFU has established the following policy regarding final course extensions and Incomplete ("I") grades:

- Eligibility for an Incomplete ("I") Grade: An Incomplete grade may only be granted to students who have actively participated and successfully completed a significant portion of the course (at least 60% of the required coursework) and are maintaining a passing grade but are unable to complete the remaining requirements due to documented, unforeseeable extenuating circumstances.
- Qualified Faculty supervision and Approval process: Course extensions are not automatic. Students must submit a formal extension request to their Academic Advisor prior to the last day of the course. The request is immediately forwarded to the qualified faculty member instructing the course. The faculty member is solely responsible for reviewing the academic standing, determining the validity of the request, and approving or denying the "I" grade. All academic performance and grading remain under the strict and consistent supervision of qualified faculty.
- Timeframe and Extension Period: If approved, the student will be granted a maximum extension of 5 calendar days from the original official end date of the course, exclusively to complete and submit the missing Final Assessment or Final Assignment.
- Grade Resolution: While the "I" status is active, it does not impact on the student's GPA. If the student fails to submit the pending assignments by the end of the 5-day extension period, the "I" grade automatically converts to the grade earned based on the work completed, assigning zero (0) points for all missing assessments.

5.2.6 Evaluation timeframes and grading updates

To demonstrate that student academic performance is measured using prompt return of accurately and consistently graded assessments, supervised by qualified faculty members, the institution has established the following timeframes for the review and grading of student activities within its distance education model:

- Entry Assessment: Once the student completes the test, the system automatically grades it.
- Discussion Forums: Upon completion of the unit, full-time faculty have three business days to review and grade forum participation.
- Assignments: Upon completion of the unit, full-time faculty have three business days to review and grade submitted assignments.
- Final Assessment: Once the student completes the test, faculty have two business days to submit final course grades.
- Grade Updates and Revisions: Any updates or changes to student grades will be completed no later than two weeks after the start of the subsequent academic term. This policy ensures timely academic recordkeeping and supports institutional transparency and accountability in the evaluation process.

5.2.7 Grade appeal process

Students who believe that a grade does not accurately reflect their academic performance have the right to appeal the evaluation. CFU ensures a fair and equitable resolution process by following these steps:

- Informal resolution (Instructor Level): The student must first contact the course instructor directly via the institutional email to request clarification or a review of the grade. Faculty are required to respond to student academic inquiries within 24 hours.
- Formal Appeal (Academic Directorate): If the issue is not resolved with the instructor, the student may file a formal grade appeal through their Academic Coordination. The appeal must include specific reasons and evidence supporting the claim.
- Resolution: The Academic Coordination or Academic Director will review the case, guarantee an impartial evaluation, and issue a response within 48 to 72 hours.
- Deadline for Updates: Any approved updates or corrections to student grades must be processed and finalized no later than two weeks after the start of the subsequent academic term. The decision of the Academic Directorate is final.

5.2.8 Graduation

To apply for graduation, students must have passed all their courses and completed their studies with a weighted GPA of at least C (2.00) for undergraduate students and B (3.00) for graduate students. If they have passed all their courses but do not meet the weighted average, students must repeat the courses with the lowest grades (D, C, C+, and so on) until they achieve the minimum weighted average required.

6. APPENDIX

Code	Appendix	Validity
POL01.SP03 - DOC01	Catálogo CFU 2024	3 años

7. VERSION CONTROL

N°	Requested by	Changes Control
1.0	General academic direction	Initial Documentation
2.0	General academic direction	Further details are provided on late work, course extensions, incomplete grades and grade appeals, as well as the "I" (Incomplete) grade status on the grading scale.

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