

GRADING SYSTEM



With the aim of encouraging students to reach their full potential in a healthy competitive environment and to obtain a rigorous information about their performance during the program, IE Business School establishes the evaluation system detailed below.

Each course will be assessed according to the criteria determined by the professor and confirmed by the program management. At the start of the course, the professors will inform students of the criteria that will be used, describing it in the course syllabus. At the end of the course, students will have access to their grades through the Online Campus.



COURSE ASSESSMENT AND GRADE COMPONENTS

A variety of methods are used during the program including exams, project presentations, reports, case write-ups, simulations, and many more. Due to the collaborative ethos of the program class participation is an integral component of all courses – core courses as well as electives – and should represent between 20% and 40% of the overall assessment. For those courses, individual assessment – such as exams, individual case write-ups – should account for an additional 20% to 40% of the overall assessment in order to ensure a minimum of 50% individual assessment. Courses being graded pass or fail might differ from these rules.



COURSE ATTENDANCE

Attendance is an important aspect of the IE Business School commitment. IE students are admitted in part because of the experiences they bring to the community and what they can add to class discussions. Without attending, learning as a collaborative process cannot exist. Accordingly, absences are only appropriate in cases of personal emergency. Students missing more than 20% of the course sessions will automatically receive a zero for the participation grade.

In addition, late arrival is disruptive to the learning environment and promptness is expected from all students. Professors are encouraged to not allow late comers to enter the classroom.



GRADES AND GRADE DISTRIBUTION

At the conclusion of each course, the professor assigns one of five grades designated as Honors, Excellence, Proficiency, Pass, and Fail. The grades Honors, Excellence, Proficiency, and Pass are passing grades and indicate the quality of academic achievement. The grade Fail indicates unsatisfactory work and does not earn credit toward graduation. While there are no forced fails at IE, students fail a course if they clearly don't comply with the minimum learning objectives of the course. Passing grades follow a forced distribution consistent with most grading systems at leading business schools in the world.

HONORS: given to the top 15% of students.

EXCELLENCE: given to the next 35% of students in a section.

PROFICIENCY: given to the next 35% of students in a section.

PASS: given to the lowest-performing 15% of students in a section.

FAIL: seldom assigned, designates failure of achievement and/or commitment and, therefore, failure to meet minimum standards of the course. If the Fail grade is being used in a course, the combined number of students who receive a Pass and Fail must be less than 15% of the section.

Professors have to follow the above mentioned grade distribution. They may however make slight adjustments to the number of students per grades assigned (+/- 1 student per grade). Also professors have to provide to the program team and students a grade break down for all grading components with the objective of providing meaningful feedback to the students.

Management Skills Workshops will be evaluated as PASS or FAIL according to the evaluation criteria set by the professors.

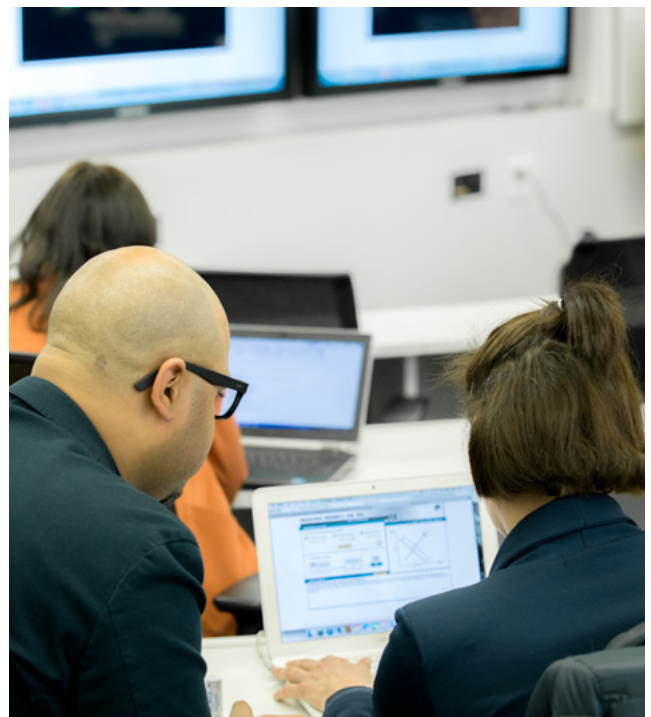


GRADING PERIOD AND REVIEW SESSION

Students have to be informed about their grades at the earliest and not later than 10 working days after the end of the course. At the time of announcing the grades, students have to be explicitly informed as well about the date, time, and place when assignments can be reviewed. During this review session, students have the right to receive feedback from the professor. This review session has to be scheduled within 20 working days of the end of the course. The review session or feedback can also be delivered using email or videoconferencing systems.

During the reviewing session if the student is contesting a grade, the professor may review the entire work, not only the sections in question, and the final grade adjusted accordingly – either up or down.

If after the review session, the professor confirms the final grade, and the student disagrees with this final grade, s/he can appeal following the process outlined in a later paragraph.





FAILING GRADE AND REASSESSMENT

When students receive a failing grade in a core course, they have the opportunity to present themselves for reassessment in order to earn the necessary credits toward graduation. The reassessment is to be administered by the Academic course coordinator¹ and the professor of the course. A failed elective must either be reassessed or replaced by a different elective. Students only have the opportunity to present themselves for reassessment once per course.

Grades for the reassessment are limited to Pass and Fail. Both, the failing grade as well as the grade of the reassessment remain on the transcript. For the purpose of calculating the GPA however, only the grade of the reassessment is to be considered. Students receiving a failing grade in the reassessment of a core course will not be able to continue in the program.

The reassessment of students should not be scheduled earlier than 5 and more than 10 working days after the review session takes place. This ensures sufficient time for the student to prepare for his/her reassessment of the course that was failed.

GRADE APPEAL

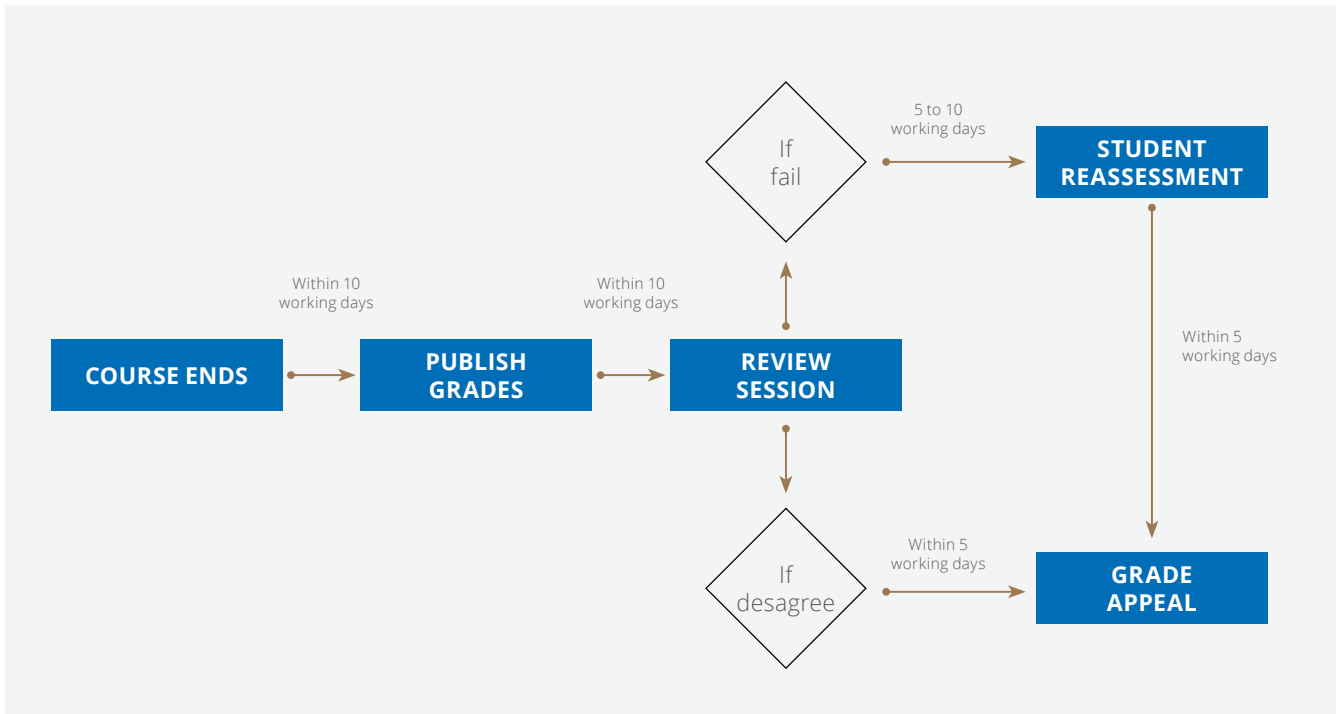
It is understood that professors have the right to determine grading policies for their classes and the expertise to evaluate student work unless substantive and objective evidence to the contrary is presented. Students have to follow the following process to appeal a final grade or the grade of the reassessment:

If the student reassessment grade is Fail or s/he disagrees with the grade after reviewing it with the professor, the student can appeal for re-grading to the Dean of Academic Affairs no later than 5 working days after s/he has been informed of the grade.

Submissions for re-grading must be done in writing, with the student outlining the specific areas of the work which s/he feels were incorrectly graded and why s/he feels it merits a reassessment.

The Dean of Academic Affairs, having considered the opinions of the Academic course coordinator and the professor involved, should decide whether the appeal has merit and re-grade the work being contested. The Dean of Academic Affairs should provide a response to the student within 5 working days, explaining the results of the review and indicating whether the student's grade has changed. The judgment by the Dean of Academic Affairs will be final. There are no provisions for student appeal to outside parties in resolving grading disputes.

¹ The Academic course coordinator is appointed by the Dean of Faculty considering the advice of the Area Director.



GPA CALCULATION

When computing GPA the following conversion table is being applied:

GRADE	GPA	SPANISH GRADE
Honors	4.00	10.00
Excellence	3.66	8.00
Proficiency	3.33	6.50
Pass	3.00	5.00
Fail	1.00	0.00

Each course is worth a certain number of credits/sessions. The final grades are weighted by the number of credits/sessions per course in order to calculate final GPAs.



ACADEMIC HONORS

Students are eligible for the following academic and leadership awards. Students do not apply for these awards; selection is based on academic records or nominations.



BGS

Students who rank in the top 20% of their program graduation are nominated to Beta Gamma Sigma. Beta Gamma Sigma is an honors society that encourages and recognizes scholarship and professional accomplishment in business. The ranking for the Beta Gamma Sigma is based on the cumulative GPA earned during the program.



DEAN'S LIST

Students who rank in the top 10% of their class at graduation become members of the Dean's List. The ranking for the Dean's List is based on the cumulative GPA earned during the program.