



## GRADING SYSTEM AT IE

COURSE ASSESSMENT AND GRADE COMPONENTS.....	2
COURSE ATTENDANCE .....	2
GRADES AND GRADE DISTRIBUTION.....	3
GRADING PERIOD AND REVIEW SESSION.....	3
FAILING GRADE AND REASSESSMENT.....	4
GRADE APPEAL.....	4
GPA CALCULATION.....	5
ACADEMIC HONORS.....	6

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 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 Campus Online.

## COURSE ASSESSMENT AND GRADE COMPONENTS

A variety of assessment 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. The remaining % of the final evaluation will consist of valuations obtained from work group contributions. Pedagogical activities such as workshops will be graded Completed/Not Completed and might differ in the evaluation criteria.

## COURSE ATTENDANCE

Attendance is an important aspect of the IE 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.

The rules are as follows:

- Students missing more than 20% and less than 30% of the course sessions will automatically receive a zero for the participation grade for those sessions assigned in the course syllabus.
- Students missing more than 30% and less than 50% of the sessions of any course will automatically be qualified with a FAIL. Students must then obtain a Low Pass in the reassessment, otherwise they will face program expulsion for academic underperformance. A lack of attendance of more than 50% of a course will imply a disciplinary sanction that will be determined by Program Management in collaboration with the course professor. Professors determine the final maximum number of absences if the calculation does not result in a clear percentage (i.e. a professor decides if in the case of 50% of 15 sessions the maximum number of absences will be 7 or 8 sessions).

In addition, late arrival is disruptive to the learning environment and promptness is expected from all students. Professors are encouraged to not allow latecomers 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 level of knowledge and competencies achieved in the learning objectives. The grade Fail indicates unsatisfactory work and does not allow the student to earn the course credit necessary for graduation. It is not mandatory to evaluate a student with a Fail, however, those students who did not obtain a minimum level of the learning objectives, or who have surpassed the established maximum of absences, will be qualified with a Fail. The passing grades follow a distribution consistent with most grading systems at leading business schools in the world.

- Honors – top 15% of students in a section
- Excellence – the next 35% of students in a section
- Proficiency – the next 35% of students in a section
- Pass – the lowest performing 15% of students in a section
- Fail – seldom assigned; represents 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 it must be included in the 15% of lowest performing students in a 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). In addition, professors have to provide both the students as well as the Program Management Team with a grade breakdown for all grading components with the objective of providing meaningful feedback to the students. Management Skills Workshops and other similar pedagogical activities will be graded as Completed/Not Completed according to the evaluation criteria set by the professors or the program directors. This grade could have academic implications, but will not have any weight in the final GPA.

## 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 about the date, time, and place when their 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 10 working days after the grades have been published. The review session can also be delivered via 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 grade, s/he can appeal following the process outlined in a later section.

## FAILING GRADE AND REASSESSMENT

When students receive a Fail in a course, they have the opportunity to present themselves for reassessment in order to earn the necessary credits toward graduation. The reassessment, including content and evaluation, is responsibility of the course professor in agreement with the Academic course coordinator<sup>1</sup>. Grades for the reassessment are limited to a Low Pass and Fail. This means that a student who passes the reassessment cannot receive a higher qualification than a Low Pass. Both, the initial Fail 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 course will not be able to continue in the program.

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

## GRADE APPEAL

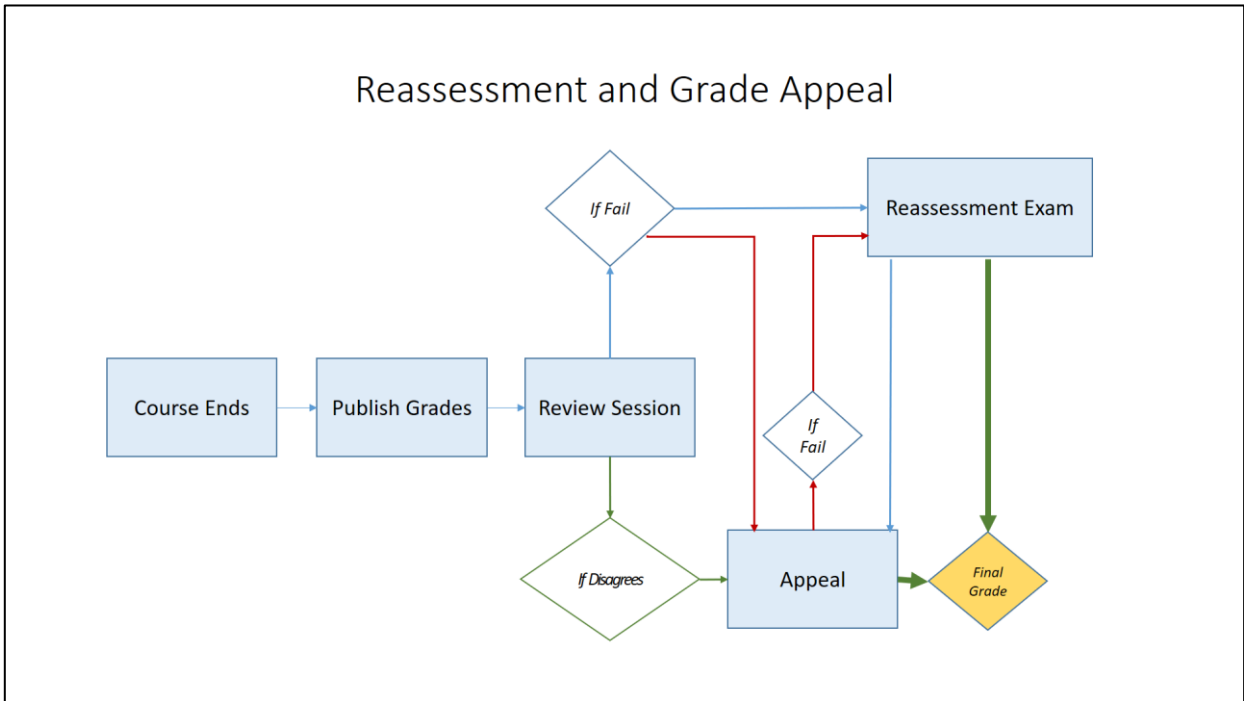
It is understood that professors have the right to determine grading policies for their classes and the expertise to evaluate student work unless substantive and objective evidence to the contrary is presented. In case a student does not agree with the obtained grade and wishes to make a grade appeal, the following process must be pursued:

- If the student's reassessment grade is Fail or s/he disagrees with the grade after reviewing it with the professor, the student can appeal for regrading to the Dean of Academic Affairs, under the following email address [academicaffairs@ie.edu](mailto:academicaffairs@ie.edu), no later than 5 working days after s/he has been informed of the grade.
- Submissions for regrading 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

---

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

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.



## 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
Low Pass*	1.00	5.00
Fail	0.00	0.00

\* Low Pass can only be obtained in the reassessment.

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.

## THE CUMULATIVE GPA PER TERM

The pedagogical structure of a Master is very intensive. Courses have a horizontal relationship between them and complement each other rigorously. For this purpose, a system of continuous global evaluation of students' academic results is implemented, taking into account the criterion of the result of their GPA. Consequently, if a student has a GPA below 2,75 at the end of each term, he or she will be required to leave the program at that time.

## ACADEMIC HONORS

The most outstanding students will receive academic and leadership recognition by being included in the Dean's List. **Dean's List:** Students who rank in the top 10% of their class at graduation become members of the Dean's List, a recognition rewarded during graduation and that can be put on the CV. The ranking for the Dean's List is based on the cumulative GPA earned during the program.