

XIII. GRADES AND GRADING POLICIES

A. Grades and Grading Symbols Used at the College of Law

The following grades and quality points are awarded at the College of Law:

4.33	A+
4.00	A
3.67	A-
3.33	B+
3.00	B
2.67	B-
2.33	C+
2.00	C
1.67	C-
1.33	D+
1.00	D
0.67	D-
0.00	F
W	Withdrawal
P	Pass
CR	Credit
CW	Completed Work
I	Incomplete
NC	No Credit
T	Audit

B. Definitions and Explanations of Grades and Grading Symbols

A+ and A: [A+ = 4.33, A = 4.00]

The grade of A+ is reserved for unusual and truly outstanding performance. It is not automatically given to the highest A in a class, but is given only in exceptional cases when the performance is outstanding on both a relative and absolute scale. No more than one A+ may be awarded in a course in which thirty or fewer students are enrolled. In a course with enrollment exceeding thirty students, two A+'s may be awarded. This policy applies to all graded courses and co-curricular activities, and becomes effective for all courses beginning after May 1, 2010.

The grade of A is given to student work which is outstanding. This level of achievement represents honors work. This grade is not automatically given to the best performance in a class, but is used to show that the work is of a superior quality. In the context of an examination or paper, all or almost all issues are identified. The presentation will be logical, well-developed, and contain very good analysis. The law is accurate and used sensibly. Creativity should be present.

A-, B+, and B: [A- = 3.67, B+ = 3.33, B = 3.00]

These grades are given to student work which is solidly competent. They represent more than satisfactory, yet not outstanding, work. In the context of an examination or a paper, all or most of the major issues, and some other issues, will be identified. Usually the presentation is logical, well-developed, and contains good analysis. The law is usually accurate and sensibly used. Creativity may be present. The grade of A- is given to work which is among the more competently done at this level, yet not sufficient for the grade of A. The grade of B is given to work which is among the less competently done at this level of performance.

B-, C+, and C: [B- = 2.67, C+ = 2.33, C = 2.00]

These grades are given to student work which is satisfactory. Thus, in the context of an examination or a paper, the major issues are identified. The law is generally accurate but sometimes handled imprecisely. Such an examination or paper is often characterized by conclusive statements. Extraneous issues may appear. Although the presentation may lack logical, analytical development, it demonstrates a basic understanding of the area covered. The grade of B- is given to work which is among the more competently done at this level, yet not sufficient for the grade of B. The grade of C is given to work which is among the less competently done at this level of performance.

C-, D+, D and D-: [C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67]

These grades are given to student work which is not of satisfactory competence and demonstrates insufficient knowledge and ability. In the context of an examination or a paper, the discussion is often not fully developed and frequently proceeds in an illogical manner. Usually some major issues are not identified. For those issues that are identified, often there are substantial inaccuracies in the law and its application. The grade of C- is given to work which is among the more competently done at this level, yet not sufficient for the grade of C. The grade of D- is given to work which is among the least competently done at this level, yet is not sufficiently unsatisfactory for the grade F.

F: [F = 0.00]

The grade of F is given to student work which is substantially less than satisfactory. This grade represents a low level of achievement. It is not automatically given to the worst performance in a class. In the context of an examination or paper, the performance is worse than that for the grade of D or D-. The presentation demonstrates little or no competence. Failure to complete all course requirements may result in the grade of F. A grade of F in a pass/fail course will not be averaged into the cumulative GPA for all courses.

W: (Withdrawal)

The grade of W is given when a student withdraws from a course with prior approval of the Associate Dean for Student Services.

P: (Pass)

The grade of P is given to denote satisfactory performance in a course in which Pass/Fail grading is used in lieu of the normal letter grade. The grade of P does not raise the cumulative GPA for all courses.

CR: (Credit)

The notation of CR is used for course work completed at other institutions which the student is transferring to Chase.

CW: (Completed Work)

This grade is given to students who have successfully completed the 1st semester of Basic Legal Skills-Writing.

I: (Incomplete)

The notation I is used as a place holder approved by a faculty member pending the student completion of work and the submission of a final grade. Incomplete assignments must be completed no later than the last day of classes for the following semester or term. As a result, fall incomplete assignments must be completed by the end of the last day of spring semester *classes* (not exams); and spring and summer incomplete assignments must be completed by the end of the last day of the fall semester *classes* (not exams).

NC: (No Credit)

The notation NC is used where a student has completed course work at another law school but earned a grade of less than C.

T: (Audit)

The notation T is used where a student has audited a course consistently with the audit policy.

C. Pass / Fail Courses

Most courses at the College of Law are graded on the A/F scale. Clinics, externships, Legal Analysis and Problem Solving, inter-school competitions, and Law Review are graded on a P/F basis. Each semester, the registration course notes will indicate which courses will be graded on a P/F basis.

D. Grading Deadlines for Faculty

All College of Law professors are required to submit a final grade for all of their students within 3 weeks of the end of the examination period for the fall semester, and within 4 weeks of the end of the examination period for the spring semester.

E. Faculty Option of Posting Grades in Nunn Hall

After the faculty member has submitted final grades to the College of Law Registrar, the faculty member may post the grades on the bulletin board near his or her office, provided such posting complies with the confidentiality requirements of federal and state law. A faculty member may not post the grade of any student who has not affirmatively indicated in writing on the exam booklet that such posting is authorized. No grades will be posted in Nunn Hall until the examination period has ended.

F. Review of Graded Examinations

Any student who desires to review his or her examination with the faculty member must arrange to do so within 30 days after semester grades have been received. Any student who wishes to review his or her spring examinations with a faculty member must do so within the first 30 days of the following fall semester.

Faculty may not refuse to review a student's examination solely on the basis of grade. However, because the purpose of reviewing exam answers is to help students improve their subsequent performance, faculty members may elect to give preference to students with a grade below C+.

Students who anticipate the possibility of a grade appeal should carefully read the Grade Appeal Policy for requirements of, and timing for, reviewing exams prior to initiation of a grade appeal which may be different from the information above.

G. Recommended Grade Distribution Policy

The *recommended* Grade Distribution Policy divides courses into tiers. "First-tier" courses are Torts, Contracts, Property, and Civil Procedure. "Second-tier" courses are Constitutional Law, Criminal Law, Criminal Procedure, Evidence, and other Required courses other than Professional Responsibility. "Third-tier" courses are other graded (non pass/fail) courses, which are not governed by this Grade Distribution Policy.

Range/Grade	First Tier	Second Tier	Third Tier
	Includes Torts, Contracts, Property and Civil Procedure	Includes Constitutional Law, Criminal Law, Criminal Procedure, Evidence, and all other Required courses except Professional Responsibility	Includes other graded (non pass/fail) courses not otherwise provided for.
A+ A	5 - 10%	5 - 15%	5 - 20%
A- B+	5 - 15%	5 - 15%	10 - 20%
B B-	10 - 20%	20 - 30%	20 - 40%
C+ C	30 - 60%	30 - 60%	20 - 60%
C- D+	8 - 20%	5 - 20%	0 - 20%
D D- F	8 - 15%	5 - 20%	0 - 20%

H. Grading Policies for Basic Legal Skills I and II

Basic Legal Skills I and II have two components: BLS-Research and BLS-Writing, taught by separate faculty and graded separately and reported separately on a transcript.

In the fall semester, BLS-Research carries 2 credits. At the end of the fall semester, students receive a final grade for BLS-Research.

In the fall semester, BLS-Writing carries 0 credits. In the spring semester, BLS-Writing carries 3 credits. At the end of the spring semester, students receive a final grade for BLS-Writing II that represents the students' work in both semesters of that course.

I. Anonymous Grading

1. Exam Numbers

The College of Law has adopted a policy of anonymous grading. Exam numbers, rather than students' names, are used to identify written work.

Exam and assignment numbers may be obtained only online. Students will be notified by an email to their official NKU email accounts as well as in the weekly Chase Posting when exam numbers are available. Exam and assignment numbers are generally available within the first few weeks of class each semester.

2. Procedure to Insure Anonymous Grading

In some courses, students may be required, for the purpose of the final grade, to submit papers or other written materials during the semester prior to the final examination period. Where feasible, such student submissions will be identified only by an examination number assigned for that course by the administration.

In furtherance of the anonymous grading policy, common practices used by the faculty include:

A special box or envelope will be provided in each examination room and will be used for the collection of the final examinations. The box or envelope will be placed a sufficient distance from the faculty member or exam monitor to preclude the possibility of the faculty member or exam monitor observing any student's exam number. Students shall not hand in their completed examinations to the professor or exam monitor, but shall instead deposit their completed examinations in the specially provided box or envelope.

Also in furtherance of the anonymous grading policy, where the faculty member has elected to post grades of students anywhere other than on line, no grade shall be posted until the examination period has ended.

J. Dean's List:

Students who earn a grade point average of 3.15 or higher in any semester in which 12 or more hours have been earned in the full-time division (may include only one course graded Pass/Fail), or in which 8 or more hours have been earned in the part-time division (may include only one course graded Pass/Fail), will be named to the Dean's List, a significant honor at the College of Law.

K. The College of Law Has Adopted the Following Honors Designations:

Cum Laude	3.15 - 3.39
Magna Cum Laude	3.40 - 3.64
Summa Cum Laude	3.65 - 4.33

Honors designations shall be tentatively set at the end of the fifth semester for full-time students, and at the end of the seventh semester for part-time students, for purposes of the graduation ceremony. However, honors will be printed on diplomas after all grades have been turned in and recorded.

L. Class Rank

Class rank is computed for full-time and part-time divisions separately each fall and spring semester. Notification will be sent to students of their class rank as soon as possible after the grades for that semester have been recorded.

M. Transcripts:

Unofficial transcripts can be found on and printed from myNKU.

Official transcripts must be requested directly from the Chase College of Law Registrar's office. An official transcript will be issued only upon the signed written request of the individual student. The request must be faxed, mailed, emailed via a scanned transcript request form (found on Chase website) or made in person, and must contain the student's signature. At least 24 hours' notice is required for an official transcript. Official transcripts, bearing an authorized signature and the seal of the College of Law, are forwarded directly to the recipient designated by the student who makes the request.