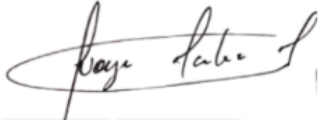






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GRADING AND EVALUATION POLICY

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Date: 13/09/2025	Date:19/09/2025	Date:19/09/2025

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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. 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.

3. REGULATORY DOCUMENTS

The following are the external and internal REGULATORY DOCUMENTS for quality assurance during the execution of the process:

- 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).
- Student Code of Conduct (Florida Statutes 1006.60 for higher education).
- 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

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4. GENERAL POLICY AND GUIDELINES

4.1. 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.

4.2. Specific Guidelines

4.2.1. 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%

If necessary, and with the authorization of the Academic Directorate, a different system may be implemented, with the appropriate justification.


4.2.2. Unit Assessment Components

4.2.2.1. 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.

4.2.2.2. 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

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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.

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

}

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3.2.3. 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.

Requests for extensions and/or special cases are covered by the Grade Extension Policy, published at the intervals defined in the regulations by the Academic Directorate.

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).

3.2.4. 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

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.

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- **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.

3.2.5. Graduation

In order 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.

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5. APPENDIX

Code	Annexes	Validity
POL 01.SP03- DOC01	Catálogo CFU 2024	3 años
POL01.SP03- DOC02	Reglamento Académico 2024	1 año

Documentation is stored in digital formats, mainly for environmental reasons.e.

6. VERSION CONTROL

N° Versión	Requested by	Changes control
1.0	General academic direction	Initial Documentation