

Grading

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Grading Process & Policy

Because of class sizes, responsibilities, and time demands, it is not guaranteed that the professor will grade all papers, projects, assignments and exams personally. CBTS does utilize Grading Assistants, those students or graduates who have already completed a degree at the level at which they are grading and remain a student in good standing. For instance, those who have obtained a Master of Divinity degree will occasionally complete grading for specific courses within the MDiv Program. They may also grade courses which they have completed that are required for other programs. This means that no student will grade for a course that he is currently enrolled in or has not yet completed.

The Grading Assistant operates under the oversight of the Professor and within the professor's parameters. The professor gives the fields of assessment and grading key, offering any assistance to the grader which might be needed.

Professors will calculate, manage and finalize all grades. At the end of each course, students will be notified of their official grades via the professor or the Registrars Office.

All course grades are to be turned in no later than 3 weeks from the due date of the last course assignment.

For CBTS Pathway Courses, unless otherwise specified, a grading assistant will perform the grading under the supervision of the Academic Dean and Registrar's Office. For the Pathway courses, we strive to have grades returned 2-3 weeks after assignments submission, but occasionally it may take longer to receive a grade.

A 96-100	B+ 88-90	C+ 78-80
A- 91-95	B 85-87	C 75-77
	B- 81-84	C- 71-74

What is the minimum GPA policy?

Minimum GPA Policy

Students must maintain a minimum Grade Point Average of at least a 2.0 (2.0 GPA). Those who have an average which falls below this minimum will be automatically placed on academic probation until the GPA is raised above the probationary level. This means if a student completes a course with a grade below 75 % they will not be given credit for that class and they will automatically be placed on academic probation.

For the student to remove the probationary status, he must retake the course and complete it with a passing grade, which means 75% or higher. This means, the student can either request a directed study, retake the course in CBTS Pathway, or wait until the course is offered again. The maximum time limit which a student may remain on probation is 3 years.

Once the course is completed, credit will be given to the student and they will be in good standing with CBTS. If the student drops below the minimum GPA for 2 consecutive terms or does not complete the course within 3 years, they will be suspended for 1 academic year. The student will be informed of probation and/or suspension in writing.

While a student is on probationary status they are not considered to be in good academic standing with CBTS.

A 4.0	B+ 3.3	C+ 2.3
A- 3.7	B 3.0	C 2.0
	B- 2.7	C- 1.7