Policy on Grading, Disputed Grading and Required Length of Papers

1. Grading
The Department uses a system of letter grades and grade points for evaluating students’ work, including the thesis, according to the grading scheme of the university, which is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Name</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Fair</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Satisfactory</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Minimum Pass</td>
<td>2.33</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The various grades can be translated to a 100-point scale of grades points as follows:
A: 94.00-100.00
A-: 87.00-93.99
B+: 80.00-86.99
B: 73.00-79.99
B-: 66.00-72.99
C+: 59.00-65.99
F: 0-58.99

Faculty should not deviate from the standard CEU grading system.

Based on the grading scale, the following rate of students normally achieves the specific grades:
A: 10% - Outstanding performance with minor errors
A-/B+: 25% - Above the average standard but with some errors
B+/B: 30% - Generally sound work with a number of notable errors
B/B-: 25% - Fair but with significant shortcomings
C+: 10% - Performance meets the minimum criteria
F: Considerable further work is required

Deadlines and requirements for the different assignments of the course are clearly stated in the syllabus or announced in the beginning of the course. The syllabus also explains the grade breakdown of the final grade, indicating how the grades for papers, class-participation and in-class presentations are assigned.
For further details of CEU’s credit and grading system see Student Rights, Rules and Academic Regulations, Section 4.1.4 and Annex 3, as well as the Student Records Office’s Manual.

2. Disputed Grading
With the aim of dealing with disputes over grading which are

- serious enough to require action at departmental level but
- not as serious as to raise a suspicion moral misconduct on behalf of the professor,

the Political Science Department faculty adopted the following Policy.

1. **Unfair grading.** Students of the Department have the right to file a formal complaint to the Head of the Department regarding a grade which they deem unfair or mistaken. Disputed grading means, for the aims of this document, a serious departure from the grade which the student could reasonably expect on the basis of his/her performance. Reasonableness of the expectation is a norm relying on either the established scores attached to right answers or on grading of comparable performance of other students or some other standard of similar nature.

2. **Tabling the complaint.** The complaint is to be submitted within two weeks after the grade has been announced (if the announcement is made during a holiday break, the date is the first day when the student is supposed to be back on campus). Before tabling the complaint, the student is supposed to talk to the professor who has given the grade. In order to be considered, the complaint must be specific. Thus, the student who files the complaint is expected to indicate the particular test(s), essay(s), oral exam(s) which he/she believes have been graded unfairly by the professor, and to indicate the grounds for his belief.

3. **Setting up a Complaint Committee.** If the Head of the Department judges, on the basis of the available evidence, that there is a chance for the departure of the grading from the norm to be serious, he convenes an ad hoc Complaint Committee of three. Members of the Committee are preferably such professors of the Department who did not teach the student but are broadly familiar with the topic of the course.

4. **Procedures of the Committee.** The Committee examines written performance (tests, essays, etc.). Only seminar participation is presumed to be beyond the reach of ex post reconstruction (e.g., an oral examination is not a way to test the past performance of the student in the seminar). Within this general rule, the Committee works out its own procedures. The report on its decision, including the reasons supporting it, will be communicated 1. to the student, 2. to the professor, and 3. to the Head of the Department. Contingent upon the student’s agreement, the report is made available to the student body as well.

If the Committee decides that the grade should be revised, the professor informs the Registrar’s Office.

**Appendix**
When the dispute is about a grade given by the Head of the Department, his role in the complaint procedure is taken over by the Director of the Doctoral program.

3. **Submission and Length of Assignments**
Students must comply with the given deadlines for submitting course assignments. In case of late submissions, one grade point from the final grade of the assignment should be deducted every 24 hours, if not specified otherwise by the course instructor. Please note that late submission of thesis drafts and the MA thesis are penalized according to the Departmental Thesis Submission Policy.

Course syllabi must indicate the length of various written assignments. Unless otherwise specified in the course syllabus, only a +/- 5% deviation is acceptable in terms of number of words in the cases of long assignments (i.e. above 1,000 words), while no deviation can be tolerated in short papers (i.e. below 1,000 words).