Grading Policy (Bioethics)

I. Purpose

This Policy defines types of grading in the Bioethics programs at Albert Einstein College of Medicine ("Einstein").

II. Scope

This Policy applies to all students enrolled in any of the Bioethics programs: Master’s in Bioethics (MBE), Certificate, or stand-alone course enrollment.

III. Policy

III.A. Evaluative Grades

As of Fall 2011, performance in all BIOE courses offered through Einstein are given final evaluations on the following grading scale:

- Honors (H)
- Pass (P)
- Fail (F)

Pass (P) is awarded for work earning a B or higher, the one exception being A+ work that goes beyond the stipulated demands of the course, for which Honors (H) is reserved. Work earning B- or below is not typically given a P.

III.B. Administrative Grades

Administrative actions in all courses may be given one of the following grades:

- G (dropped by student without permission = failure)
- I (Incomplete)
- W (withdrawal without penalty or prejudice)

III.C. Incomplete Grade Policy

All coursework must be completed by the end of the semester in which the course is taken. Students should not assume that an instructor will automatically grant a mark of “Incomplete” if work is missing. Students should email the course instructor in advance of the last day of class/exam date to request an incomplete and indicate when all missing work will be submitted. An email from the instructor confirming the work required to remove the incomplete should be sent to the Program Director.
Note: A mark of “I” (Incomplete) cannot be carried for more than one semester. Special permission from the Program Director is required to carry an incomplete for more than one semester.

III.D. Class Non-Attendance Policy

Students are permitted to miss no more than one session per course in a given semester. Permission of the instructor is required for additional absences. Any student with more than 3 absences in a course will be given an automatic grade of G, meaning dropped as described above.

IV. Definitions

None.

V. Effective Date

Effective as of: 1 August 2018

VI. Policy Management and Responsibilities

The Einstein Cardozo Master of Science in Bioethics Program Office is the Responsible Office under this Policy. Einstein’s Executive Dean is the Responsible Executive for this Policy. Einstein’s Director of the Einstein Cardozo Master of Science in Bioethics Program is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)

[Signature]
Responsible Executive

[Signature] August 24, 2018
Date