12. Satisfactory Academic Progress Policy

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BABEL University Professional School of Translation (BUPST) employs numerous measures to encourage students' satisfactory academic progress.

1. Before beginning a course

Students are provided with a course study plan and syllabus outlining the standards that should be met and requirements for completion. Lesson guides are also provided for each course lesson, which provides a lesson study plan, a description of learning materials, and instructions for submitting assignments. Students will progress satisfactorily in their studies if they follow these course instructions.

2. Course Assignment

Assignments that students submit for each course lesson are returned with corrections, comments, and an overall evaluation. The overall evaluation is measured using a five letter grading system (A,B,C,D,F).

85 — 100	A
70 — 84	B
60 — 69	C
50 — 59	D
0 — 49	F

If students don't receive a passing grade on an assignment (A or B), they must restudy to the lesson again and resubmit the assignment. Assignment corrections with rubric and comments indicate the portions needing revision. If the student does not retake the portions of the course in question or resubmit assignments, or if the student fails to meet course standards after repeating the portion several times, they will not earn credits for the course. Students take a course final exam after completing all lessons.

3. Course Final Examination

Final exams are returned with comments, an overall evaluation, and grading.

85 — 100	A
70 — 84	B
60 — 69	C
50 — 59	D
0 — 49	F

If students fail to receive a passing grade on the final exam (A or B), they must retake the entire course and resubmit the final exam. If the student does not retake the final exam in question, or if the student fails to meet course standards after repeating the final exam several times, they will not earn credits for the course.

4. Graduation Project

Graduation projects are marked and graded by the BUPST's investigation committee as follows:

85 — 100	A
70 — 84	B
60 — 69	C
50 — 59	D
0 — 49	F

Graduation projects are usually submitted in 6 parts (i.e. graduation projects divided into 6 parts), and the professor in charge may direct students to redo parts determined to be substandard. In such cases the professor will instruct students individually on how to revise parts in question.

Grades A and B are passing grade. If it is determined that a student has not achieved the standards, that student will be directed to redo and resubmit graduation projects. If the student redoes and resubmits their graduation project several times and still does not meet the required standards, they will not earn credits for their graduation project.

5. Responsibilities of Faculty and Student Service Department

Faculty/instructors are responsible for making sure that all grading follows determined grading criterion, and is conducted accurately, fairly, and consistently. Areas of evaluation and evaluation criterion are repeatedly reviewed, and designed to measure students' academic ability consistently and fairly.

The student services department continually monitors faculty/instructor evaluations, and verifies that evaluations both follow determined criterion and are conducted accurately, consistently and fairly. The Vice Chancellor is periodically notified of the results of the student services department's monitoring.

6. Length for Graduation

Babel University Professional School of Translation students must earn required credits within four years after enrolling. This is the recommended standard period for taking courses. It is possible however to extend enrollment by paying additional extension fees.