



Cultural Center for Language Studies

Fluency in Languages

Grading Policy

CCLS New Jersey evaluates a student's academic performance in each course level by means of three (3) exams: **midterm, final, and oral**. CCLS's exams are graded numerically, where a perfect score is one hundred (100) points and decimals are rounded up or down to the closest full number.

To be promoted to the next level, a student must score **sixty-five (65)** points or higher on each exam.

Appeals

CCLS NJ takes a proactive approach to appeals by offering remedial options such as private tutoring (for a fee), the ability to review content in a different group (depending on availability), and remedial exams (retests). As such, students are less likely to feel the need to appeal a grade. However, if a student would like to appeal a grade, he or she can speak with a Student Advisor who will assist in developing a plan for the student. Moreover, if necessary, an appointment will be made with faculty or the Academic Coordinator to review the correction of the exam.

Retests

Students who fail an exam on their first attempt are encouraged to schedule a remedial exam. No fee is assessed in this case. If the student passes the remedial exam, the previous (failing) grade is dropped. However, if the student fails to achieve a passing score on the retest, he or she cannot enroll in the next level having failed the course.

A third (and final) chance may be granted upon CCLS's discretion in some cases where it is determined that the retest is in the student's best interest. As this is an exception to the general rule, it must be approved by either the Academic Coordinator or the Director.

Late Starts

Students who join a class after the Midterm Exam are not required to take it, and their promotion will be decided based on the grades they obtain in the Final and Oral Exams only. All other students are required to take all three (3) exams, even if they joined the class late.