



Dear Employer:

We are pleased to have your employee as a student at Antioch University Midwest. Our campus offers adults a diverse range of graduate, undergraduate, and continuing professional education programs that encourage critical thinking, provide opportunities for collaborative learning, emphasize cultural diversity and an international perspective, and promote the integration of life and work experience with academic knowledge.

Antioch University does not use the traditional grading system used by most academic institutions. The faculty at Antioch believes the educational process is better served by providing students with detailed narrative evaluations than by simply assigning grades. The narrative evaluation form includes the course name and description, number of credits earned, the narrative description of the student's performance, and the instructor's signature. The narrative also includes a letter-grade equivalent provided the student is eligible to receive the equivalency.

In order for an instructor to award credit for any Antioch undergraduate course, the student must have performed at a level which would be considered "C" or better in a graded system. In order for an instructor to award credit for any Antioch graduate course, the student must have performed at a level which would be considered "B" or better in a graded system.

In acknowledgment of the need of some employers to see an actual grade prior to reimbursing an employee, the faculty has approved a procedure whereby letter-grade equivalents may be provided for this purpose.

The Employer Request for Academic Performance Report form must be filled out by both the employer and the student and filed in the Program Office by the second class session during the first semester in which the student needs the letter grade equivalent.

Employers who require proof that credit has been earned, but do not need a letter-grade equivalent, may obtain transcripts or copies of evaluations from the student.

Thank you for supporting your employee in his or her educational endeavors. If you have any questions or concerns, particularly about this policy, please feel free to contact our office.

For questions regarding Conflict Analysis and Resolution, Individualized Masters of Arts, Management and Change Leadership or Undergraduate Studies courses:

Julie Cline, 937-769-1861

For questions regarding School of Education courses:

Vicky Cook, 937-769-1810

