



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 Education, Business, Management, & Leadership or Bachelor Completion programs:
Vicky Cook, 937-769-1810

**ANTIOCH UNIVERSITY MIDWEST
EMPLOYER REQUEST FOR ACADEMIC PERFORMANCE REPORT**

Antioch University's normal process of evaluating student academic performance is to award either "credit" or "no credit" for each course and to provide a written narrative evaluation for each course taken. Credit is awarded only if performance is judged to be at least the equivalent of a "B" for a graduate course and "C" for an undergraduate course in a graded system. Therefore, students provide the employer with verification of satisfactory academic performance by submitting a copy of the narrative evaluation or academic record, which the student can download from Antioch University Midwest's website.

Some employers require letter grades as the evidence of employee qualification for tuition reimbursement. For those cases, we will provide letter grade equivalencies. In these cases, Antioch University Midwest will provide unofficial grades in the form of letter-grade equivalents, as documented on the narrative evaluation. These unofficial letter grades will not appear on a student's official AUM transcript, and no "unofficial grade point average" may be calculated or inferred based on the letter grade equivalents.

In order for an academic performance report to be issued, Antioch University Midwest requires the employer to request such a report and the student to authorize the release of the information to the employer. **This request and authorization form must be in the Program Office no later than the second day of class of the first semester in which the student seeks reimbursement.** NOTE: Letter grade equivalents will not be assigned for courses completed in any semester for which the student does not have a completed request form on file. If the employer has indicated a need for specific letter-grade equivalents, the student will provide a copy of the narrative evaluation with the letter-grade equivalency indicated on the form.

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TO BE COMPLETED BY THE EMPLOYER

I hereby certify that our company requires specific letter grades as the only means of verifying academic performance for our employee,

_____, to be eligible for the _____
STUDENT NAME COMPANY NAME

tuition reimbursement program. Therefore, I request letter-grade equivalents for each course taken. **I have attached a copy of our company policy to this form.** Please note: Antioch University Midwest will not provide letter-grade equivalencies if the company policy is not attached.

Signed _____ Date _____

Name _____ Title _____
PLEASE PRINT

Address

Phone Number _____ E-mail _____

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TO BE COMPLETED BY THE STUDENT

I understand that letter-grade equivalents may be awarded only when required by my employer for a tuition reimbursement program and are to be used for no other purpose. I understand that it is my responsibility to provide my employer with a copy of the narrative evaluation form that indicates the letter-grade equivalent. I understand that this authorization will remain in effect as long as I am a student at Antioch University Midwest. I understand it is my responsibility to submit a new form if I change employers.

Signed _____ Date _____