

Grading Policy

Ubiquity University is a unique institution challenging students and faculty alike to engage in deep integral learning. Our pedagogy is designed to nurture the mind, heart, body, and soul. Our grading policy seeks to continue this integrated learning experience.

We are actively working to improve your learning experience, we hope to offer you clarity, quality and transparency through all of our staff and processes.

- **Paper Submission Guidelines:**

STEP 1: You have two months from the end of a course to submit your post-paper or final essay by sending a Word document to Ubiquity's Academic Mentor Linda White at l.white@ubiquityuniversity.org Cc'ing the Registrar, Veronica Saldias (registrar@ubiquityuniversity.org) and the Director of Admissions, Nora Silini (n.silini@ubiquityuniversity.org)

If you do not receive a response within 14 working days, please contact us again at registrar@ubiquityuniversity.org

STEP 2: Before submitting your post-paper or final essay, please make sure you have read the Creative Assignment & Post-Paper requirements below.

STEP 3: If the assignment or post-paper follows all guidelines mentioned above, you will receive a grade and feedback from the Academic Mentor and the University staff will add your grade to your records.

STEP 4: Post papers will be graded by faculty or academic staff. This will vary depending on the course. The grading period will be no more than 6 weeks from the submission date.

STEP 5: Once you receive your grade, it is your responsibility to mark your course as complete on your Course Platform.

Creative Assignments & Post-Paper Requirements:

- **Subject/Object Synthesis**

At most universities, the requirement for papers is exclusively for objective, dispassionate analysis and research. At Ubiquity, we turn this

on its head and require both a demonstration that the student understands the objective content of the course, and to include footnotes, bibliographies, proper formatting, etc., as well as demonstrate an equally rigorous subjective insight into their interior journey as a result of learning the content at hand. In our view, it is the capacity to combine an objective grasp of the material under consideration as well as engage in the subjective work of discerning how the material is actually contributing, in the words of Plato, to the “enlargement of the soul,” that is a mark of wisdom.

If the course requires a Reflection journal, the guideline is to merge all the questions dropped in each lesson to one final document to be submitted.

- **Writing Guidelines**

Ubiquity only accepts papers written in APA 7 style according to the *Publication Manual for the American Psychological Association*, and footnotes.

- **Cover Pages**

With all papers, a cover page must be included that contains the student’s name, the paper title, date and trimester of the course, degree program and email address.

Please see the [attached template](#) as an example. Students are welcome to copy and use this document.

- **Paper Length**

Please add page numbers to your document:

DMin and Ph.D. 20-25 pages APA style with footnotes,
MA 10-15 pages APA style with footnotes

For questions, please contact our registrar at:

registrar@ubiquityuniversity.org