

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3090 GRADING POLICY

Northland Community and Technical College uses letter grades to document student academic achievement.

Letter grades to document student academic achievement are as follows:

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

P = Pass

NC = No Credit

CR = Credit by Exam

AU = Audit

I = Incomplete

Z = In Progress

W = Withdraw

R = Repeat

GH = Grade Held (specific to the Aviation Program)

GRADE POINT AVERAGE CALCULATION

Academic progress will be evaluated in terms of grade point average. The following system will be used to establish a student's grade point average and will be the only grades included in the GPA calculation:

A = 4 grade points per credit

B = 3 grade points per credit

C = 2 grade points per credit

D = 1 grade point per credit

F = 0 grade points per credit

A grade point average (GPA) is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than the usual A - F grades.

When repeating a course, the highest grade will be used to compute the student's GPA. The student must submit a request to the registrar for a GPA recalculation.

Pass/No Credit (P/NC)

Students may enroll in select courses on a "Pass/No Credit" basis. Arrangements to take a course on this basis must be made by the end of the fifth day of the term (check with course faculty to determine availability of this grading option). Once a student has registered to take a course on the "P/NC" basis, a student cannot switch back to the regular grading system. The "P/NC" registrant is obligated to complete all course requirements.

- Student may take no more than one class per semester on a P/NC basis.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NC basis.
- No class taken initially for a letter grade may be repeated on a P/NC basis.
- A grade of "P" indicates that the student did at least "C" level work in the course.
- The grade of "P" is not computed in a student's grade point average, but it is computed in earned credits.
- P/NC grades may or may not be accepted by other institutions and/or academic programs.
- Circumstances which may exempt students from all or a portion of the P/NC grading policy may include customized training, continuing education or management education.

AUDITING COURSES

Students intending to audit a course (earn no credit) are required to register for the course indicating audit. Auditing students may not need to meet regular course requirements and must confer with the instructor as to their privileges and responsibilities in the course. A student who first registers for credit may change to audit status any time during the first five (5) days of the semester. A student who first enrolls for audit status may change to credit status during the first five (5) days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. However, the credit value of any course audited is computed in the assessment of tuition. Upon registration of the course, an entry is made on the student's permanent record along with other classes. "AU" equals audit.

INCOMPLETE GRADES

Students may request of the instructor that they be assigned a grade of incomplete (I). A grade of "I" may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the coursework on schedule because of illness or other circumstances beyond their control. An incomplete grade will automatically become an "F" grade at the end of the next term if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

Date of Implementation:

Date of Adoption: 6/2/04

*Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
12/16/08 - Revised*