

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3090 GRADING

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

Letter grades to document student academic achievement are awarded by the faculty of record as follows:

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

FN = Failure for Non-Attendance

FW = Unofficial Withdraw

P = Pass

NC = No Credit

CR = Credit by Exam (no longer used, as of 12/19)

AU = Audit

I = Incomplete

Z = In Progress

W = Withdraw

R = Repeat

GH = Grade Held (specific to the Aviation Program and no longer used)

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, FN, FW = 0 grade points per credit

FN- Failure for Non-attendance: used when a student registers for classes, but fails to attend any class session.

- Procedure: This is faculty initiated. This grade **does not affect** GPA, but does count as a course attempted/not completed.

FW- Unofficial Withdrawal or Failure to Withdraw: used when a student registers for a class, stops attending and does not officially withdraw from a class.

- Procedure: This is faculty initiated. This grade **does affect** the GPA and does count as a course attempted/not completed.

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 Northland course, the highest grade will be used to compute the student's GPA. Repeated courses may not qualify for financial aid.

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 drop/add period for the course. (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 unless specific programs require.
- Students who are on Academic Warning and/or Probation will not be allowed to register for any courses on a P/NC basis unless specific programs require.
- 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, students are charged standard tuition rates for audited courses. Audited courses are not eligible for financial aid. Upon registration of the course, an entry is made on the student's permanent record along with other classes. "AU" equals audit.

INCOMPLETE GRADES

A grade of incomplete (I) may be assigned at the discretion of an instructor only in extenuating

circumstances. An incomplete grade is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. Students interested in an incomplete grade must complete the “Request for Incomplete” form and submit it to the instructor for consideration. Instructors are responsible for deciding if it is appropriate and feasible to approve a request for an incomplete. An incomplete grade is a temporary grade and will automatically become an “F” grade at the end of the next term (includes summer) if requirements have not been satisfactorily met by the student. Instructors have the option of setting a completion date earlier than the end of the next term.

Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Reviewed 5/9/06; Executive Council Approval 5/18/06
12/16/08 Revised
03/26/10 Reviewed
03/01/11 Revised
03/19/12 Revised
03/04/13 Reviewed
03/25/14 Revised
05/22/14 Cabinet Approval
02/03/15 Revised
04/08/15 AASC Reviewed
03/23/16 Revised
04/12/16 AASC Reviewed
03/03/17 Revised
04/04/18 Revised
05/09/18 AASC Reviewed
04/28/19 Revised
02/27/20 Revised
03/15/21 Reviewed