



Policy & Procedure No. AA-016 Northshore Technical Community College

Title:	Grade Policy
Effective Date:	12/16/2017
Last Revision Date:	02/21/2020
Office:	Academic Affairs

Grade Policy

Purpose

Northshore Technical Community College's Grade Policy is designed to set the standard for designating letter grades for academic performance. The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor.

Scope

In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of an online learning course.

Process

Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours the course carries. A student's grade point average (GPA) is computed by adding the total quality points for all courses for which quality point values may be computed, then dividing by the corresponding number of credit hours attempted during the same period. The grade of pass "P" will be awarded for nontraditional credit and non-credit courses only. Courses so credited will not be used in computing the grade point average.

A grade of incomplete ("I") indicates that satisfactory work has been done in a course, but the student has been prevented from completing the final examination or other concluding work because of some verifiable reason. The grade of "I" may be given as a final grade only. An "I" grade will not be given unless the student contacts his or her instructor and a contract for completion of work is approved. The "I" grade must be removed by the established deadline in academic calendars unless the "I" contract specifies an earlier deadline; otherwise, it will be automatically converted to a permanent "F". The grade of "I" is not used in calculating grade point average. If it is not removed in the allotted time, however, it will be calculated as an "F" upon conversion. Re-enrolling in a class will not prevent an "I" from being changed to an "F". If the course is repeated, the grade of "F" may be removed from the grade point average. A grade in a repeated course replaces the previous grade if the grade is higher than the grade attained in the previous course attempt.



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A student who withdraws from a course after the official fourteenth day of class and prior to the deadline designated on the academic calendar for dropping with a “W” will receive a “W” for the course. After this date, a student may not withdraw. In extraordinary cases, the Dean of Campus Administration may authorize resignation from the institution or the dropping of a course with a “W” after the deadline. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major.

Only courses with a grade of “C” or higher will be applied to the following credentials: associate degree, technical diploma, and certificate.

Students seeking to appeal an assigned grade in a course must submit an Academic Appeals Form and follow the guidelines stated in the Academic Appeals Policy.

Honors

At the end of each fall and spring semester a Dean’s List will be produced naming those students who, during the respective semester, earned a 3.00 GPA or higher for a load of at least 12 credits hours at the time that the College calculates GPA’s for that semester. Students will be placed on the Chancellor’s List for achieving a 4.00 GPA or higher of at least 12 credit hours at the time that the College calculates GPA’s for that semester. Following each fall and spring semester NTCC will communicate the Dean’s List and the Chancellor’s List electronically to recipient students.

Academic Standing

The College has two academic standings based on student academic performance, “good standing” and “not in good standing.” Once a student has attempted 15 credit hours of courses (including those attempted at other institutions), a student’s academic performance is evaluated at the end of each semester. Students who do not maintain a minimum 2.0 grade point average for any semester receive the academic standing of “not in good standing.” The student will be allowed to register for the next semester. Students will remain on “not in good standing” until the semester or cumulative grade point average (as needed) is 2.0 or above.



Grade Table

Grade	Points
A	4.0
B	3.0
C	2.0
D	1.0
F	Failure

Other Grades	Definition
W	Official withdraw from a course and is not calculated into a student's cumulative grade point average.
P	Awarded as credit for successfully challenging a course, military course credit, or non-traditional credit and is not calculated into a student's cumulative grade point average.
S	Satisfactory grade and is not calculated into a student's cumulative grade point average.
U	Unsatisfactory grade and is not calculated into a student's cumulative grade point average.
I	Assigned for incomplete coursework and is only assigned for unavoidable and extenuating circumstances. This grade is not calculated into a student's cumulative grade point average, but it is counted in hours attempted.
AU	Assigned for a course not taken for credit and is not calculated into a student's cumulative grade point average.
R	Assigned in addition to a grade for a course that a student repeats.
T	Assigned in addition to a grade for a course that is transferred from another institution.



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Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	02/21/2020	12/16/2016
X	College Leadership Committee	02/21/2020	12/16/2016
X	Academic Affairs Committee	02/07/2020	12/16/2016

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