|  | Policy: NPRC-9345: Assignment and Use of Grades <br> Origination: $11-06-2018$ |
| :--- | :--- |
| Approved: 12-14-2018 |  |
| Effective: $12-14-2018$ |  |
| Reviewed: 06-30-2021 |  |
| Last Updated: 5/7/2020; 07-09-2021 |  |

## Subject: Assignment and Use of Grades

## 1. PURPOSE

This policy statement establishes guidelines for the assignment and use of grades for creditbearing courses and programs of study.

## 2. SCOPE AND APPLICABILITY

This policy is applicable to all students enrolled in credit-bearing courses and the instructors of those courses.

## 3. REFERENCES

3.1 NPRC-3220: Standards of Academic Progress for Students
3.2 NPRC-3225: Educational Code of Conduct for Students
3.3 NPRC-3260: Student Grievance and Complaint
3.4 NPRC-3415: Withdrawal
3.5 NPRC-3246: Academic Forgiveness

## 4. DEFINITIONS

None

## 5. POLICY

5.1 The following grades may be assigned:

| Letter <br> Grade | Description | Quality Points Per Credit Hour |
| :--- | :--- | :--- |
| A | Excellent | 4.00 |
| B | Good | 3.00 |
| C | Average | 2.00 |
| D | Below Average | 1.00 |
| F | Fail | $0.00 ;$ no credit earned |
| P | Pass | No points assigned; credit assigned |
| AU | Audit | No points assigned; no credit earned |
| I | Incomplete | No points assigned; no credit earned |
| TR | Transfer Course or Prior <br> Learning Accepted | No points assigned |
| W | Withdrawal or <br> Administrative <br> Withdrawal | No points assigned; no credit earned |

5.2 The following grading table is used in assigning final grades other than grades of AU, I, or W:

| Final Percentage Grade Earned | Letter Grade Assigned |
| :--- | :--- |
| $90.0-100.0 \%$ | A |
| $80.0-89.9 \%$ | B |
| $70-79.9 \%$ | C |
| $60-69.9 \%$ | D |
| $0-59.9 \%$ | F |
| $60.0-100.0 \%$ | P |

5.3 Exceptions to the standards given by the grading table in 5.2 may be granted by the Vice President of Academic and Student Affairs for programs of study which are required to meet standards set by outside accreditation accrediting bodies which differ from those established by the College.
5.4 A grade of Audit, AU, is assigned to students who, at the time of enrollment, indicate to the Office of the Registrar that they do not wish to earn credit or be held to the grading standards outlined in the syllabus of the course in which they seek to enroll.
5.5 A grade of Incomplete, I, may be assigned as a final course grade prior to the deadline for submission of grades provided majority of course requirements have been completed and given the following criteria:
5.5.1 The student is unable to complete course requirements due to an emergency, a personal or family crisis, a personal or family illness, military deployment, or other reason approved by the Vice President of Academic and Student Affairs or designee;
5.5.2 The student submits a written notice to the instructor requesting assignment of a grade of I prior to 11:59 p.m. on the last day of the academic term;
5.5.3 The Dean of Curriculum and Instruction or designee approves the assignment of a grade of $I$; and
5.5.4 The student and instructor establish a plan and timeline for completion of missing course assignments, exams, or other evaluations.
5.6 The Dean of Curriculum and Instruction or designee may also approve assignment of grade of I at their discretion if the criteria of 5.5 is not met.
5.7 The plan and timeline for completing a course with an assigned grade of I must be submitted to the Dean of Curriculum and Instruction prior to the submission of the request for a change of grade.
5.8 Once all requirements for course completion have been satisfied and the final grade is assigned, instructors must request a change of grade in writing to the Dean of Curriculum and Instruction or designee.
5.9 Requirements for courses in which an incomplete grade is assigned must be completed no later than the last day of the following term.
5.10 A one-term extension may be granted at the discretion of the Dean of Curriculum and Instruction or designee upon student or instructor request. Unresolved incomplete grades shall be changed to grades of F by default following the final grade submission deadline for the subsequent term or the second subsequent term for extensions.
5.11 A change of course grade due to instructor error must be submitted in writing by the instructor to the Dean of Curriculum and Instruction with a justification for the request.
5.12 All grades on assignments, exams, or other evaluative instruments for a course must be maintained within the learning management system for one calendar year following the deadline for the submission of grades. Upon request of the Dean of Curriculum and Instruction, the Vice President of Academic and Student Affairs, or a body designated in a proceeding related to NPRC-3260: Student Grievance and Complaint, instructors must make available all documented evidence used in the determining a student's grade.
5.13 In calculating a student's Grade Point Average (GPA) for each academic term and for a student's overall institutional GPA, assigned letter grades earned through enrollment in credit-bearing courses at NPRC shall be used with the following exceptions:
5.13.1 Grades of TR, W, I, P, and AU.
5.13.2 Grades assigned for courses with assigned course numbers less than 100.
5.13.3 Grades for courses which have been repeated under the $\mathrm{C} / \mathrm{D} / \mathrm{F}$ repeat rule
5.13.4 Grades for courses for which Academic Forgiveness applies.
5.14 C/D/F Repeat Rule: Students who earn a grade of C, D, or F for any course may repeat the course at NPRC prior to the receipt of a degree or certificate under the following conditions:
5.14.1 The repeated course must be the same course and be retaken for the same number of credits as originally attempted.
5.14.2 The original course and grade will remain on the transcript and any repeat(s) of the course will be noted with an R on the student's transcript placed next to all but the highest grade assigned to the course (i.e., CR, DR, or FR).
5.14.3 Only grades of $\mathrm{A}, \mathrm{B}, \mathrm{C}, \mathrm{D}$, or F with no added R notation are used in the calculation of GPA.
5.14.4 Courses may be repeated a maximum of three times unless granted special permission to exceed the maximum by the Vice President of Academic and Student Affairs or designee.
5.14.5 Courses assigned grades of A or B may be repeated as audits only.
5.14.6 Course with assigned grades that include an R notation are included in the assignment of academic progress and academic status per NPRC-3220: Standards of Academic for Students.
5.15 Students may only earn credit for the same course once.
5.16 Students granted academic forgiveness forfeit academic recognition, including, but not limited to, graduating with honors.
5.17 To be awarded Dean's List, a student must be in good standing and have successfully completed six or more credit hours of academic coursework with an earned GPA of 3.00 or higher.

## 6 RESPONSIBILITIES AND TIMELINES

6.1 Students with assigned grades of I are responsible for fulfilling the agreed upon plan and timeline for course completion.
6.2 Faculty are responsible for
6.2.1 Adhering to established deadlines for grade submission, and
6.2.2 Responding to student requests concerning course progress within 72-hours, including requests related to outstanding incomplete grades.
6.3 The Dean of Curriculum and Instruction or designee is responsible for the following:
6.3.1 Reviewing submitted grade change requests and providing written notice of approval status to the faculty, student, and Office of the Registrar within five business days of receipt of such requests and participating in any resulting appeals process generated by the student per NPRC-3260: Academic Grievance and Complaint and
6.3.2 Ensuring grades are submitted by working in cooperation with the faculty and Office of the Registrar to resolve any grading issues.
6.4 The Office of the Registrar is responsible for the following:
6.4.1 Maintaining all student grade records and
6.4.2 Working in cooperation with the Dean of Curriculum and Instruction to resolve grade submission issues.
6.5 The Vice President of Academic and Student Affairs is responsible for oversight of this policy.

## 7 SIGNATURES

Signature on file
Chair, Board of Trustees Date

Signature on file
President Date

