

USER'S GUIDE TO GRADING NOTATIONS

Grades for College courses (numbered 100 or above), w/ accompanying GPA value (for reference)

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Faculty can assign F to any student found guilty of Academic Dishonesty after due process consideration under Policies & Procedures outlined in Board of Trustees Policy on Student Rights & Responsibilities (contained in NCCC Academic & Behavioral Codes of Conduct). Such an F cannot be overridden by a student-initiated W (student filing form to Withdraw from course or from all courses).

For Developmental courses (numbered below 100) the above letter grades with the addition of a “#” sign immediately to their right (not to be confused w/ “+” or “-”) shall be used. These are absent GPA value and hence do not count in student’s GPA (except for Financial Aid eligibility).

Administrative Transcript Notations (no GPA values and hence do not effect student’s GPA)

AU Audit (Only the Registrar’s office can enter an Audit.)

Students not wishing credit may Audit a course. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers critiqued, but faculty members are not required to grade an auditor’s course work. A student who wishes to change from credit to Audit status must request this within the first 4 weeks of the course, by filling out an Audit Form and bringing it to the Registrar (Faculty cannot request Audits on behalf of students). (For courses shorter in duration than standard semester, deadline is set at 25% completion mark.) Students Auditing may not change back to credit status.

I Incomplete

Can be assigned when student has completed most of the course requirements but due to extenuating circumstances (eg. Hospitalization) student cannot complete the remaining course requirements within the regular semester. (The student has until end of 10th week of next semester to complete remaining course requirements.) When this grade is assigned, Faculty must submit designated form to Academic Dean’s office

which includes brief description of remaining course requirements to be completed, and the letter grade the Incomplete will revert to if student does not complete remaining course requirements (student signature is not required on this form if student is unavailable – eg. In hospital). Although student may request Incomplete, Faculty is not required to grant request. Granting an Incomplete implies a commitment of Faculty to be available to grade student's remaining course requirements the following semester (& submit a Change of Grade form at that time).

M Maintaining Progress (Used only for Developmental courses.)

Can be used to indicate that the student is Maintaining Progress but has not yet Passed. It cannot be given to a student more than twice (for the same course).

N No Grade

Receiving an "N grade" has the same effect on student financial aid as receiving a "W". Since N means no basis for a grade, students registered for credit courses should not receive N grades. Students who do not attend the course or have never turned in a graded assignment should be encouraged to withdraw from the course or should receive an F.

P Pass (Used only for Pass/Fail courses)

Used for successful completion of courses which are Pass/Fail. Pass/Fail courses must be designated as such in their Syllabi and in the College Catalog. Faculty cannot grant this grade (nor can students request it) in any courses not designated Pass/Fail.

W Withdrawal

Used to indicate that a student has Withdrawn from a course by submitting a Withdrawal form to the Registrar by the end of the 11th week of the semester. (For courses shorter in duration than standard semester, the deadline is at the 75% completion mark.)

FAQ's (Frequently Asked Questions) by Faculty:

1) "If a student on my roster never shows up for any class (& never submits a Withdrawal form to Registrar) must I grant them a W (or N)?"

No. While you may do that, you are also within your rights to assign them an F. You should, however, specify your policy regarding Grades in such circumstances in your Course Syllabus, and administer it in a consistent & objective manner. You should also file a Student Status Referral (SSR) form w/ Student Development during the semester in regards to such students.

2) "If a student who has been attending class, stops attending (& never submits a Withdrawal form to Registrar) – causing them to miss tests, papers, projects, &/or Final exam, must I grant them a W?"

No. While you may do that, you are again also within your rights to assign them an F. You should follow the same steps as mentioned above in the answer to the previous question.