Grading Scale

Each department determines the appropriate grading scale. Please see the Department Chairperson for current grading system.

Midterm Warnings

All faculty are required to post mid-term warnings using the EAB Alert system. Only grades of C- or below need to be posted.

Final Grades

At the end of each semester, faculty are required to enter students' grades into the SIS system (instructions can be found below). Any change of grade after the deadline must be processed by the instructor through the Registrar's Office using the appropriate form. In most instances, only the instructor may only change a course grade. However, in a case of obvious computational error or blatant abuse of the grading prerogative, the Vice President of Academic Affairs is authorized to change a grade.

Every student on the roster must receive a grade. Any administrative withdrawals, withdrawals from College, etc., will have a grade already posted, ex. If the student withdrew, a "W" should already appear in the Final Grade column. Do NOT change a grade if one is already there. "Incompletes" must have the appropriate paperwork submitted to the Registrar's Office.

<u>How to Post Final Grades on the Student Information System (SIS)</u>

In order to post final student grades, instructors should follow the following steps:

1. Go to www.nashuacc.edu > Faculty & Staff (top right)> SIS button.
2. Login (use same username and password as to NCC email account.)
3. On the Main Menu page click "Faculty & Advisors".
4. On Faculty & Advisors Menu Page click "Final Grades".
5. On Select Term page, choose the correct term and click "Submit".
6. On the Select CRN page, choose the correct course and click "submit"
7. Select a grade from the list for each student.
8. After clicking "Submit", the Final Grade Worksheet will display a message stating the grade change has been saved successfully.
9. To enter grades for additional classes, scroll to the top right of the page and click "Return to Menu". Repeat the process beginning with step 5 above.

Grading Categories

<u>Withdrawal (W):</u> Student-initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course). This can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g. catastrophic illness or injury, job transfer to another state).

<u>Withdrawal Pass (P):</u> Student-initiated withdrawal from a course after the drop deadline (60% of the course) if the student has a passing grade at the time of the drop as determined by the instructor. WP does not affect GPA, and can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

<u>Audit (AU):</u> A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Admission must be approved by the Vice president of Academic Affairs. Not all courses can be taken for audit.

<u>Academic Failure (AF):</u> An AF grade is an instructor-initiated withdrawal for reasons other than poor grade performance – e.g., failure to meet attendance requirements, violating of the Student Code of Conduct, etc. The grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. AF grades can be issued up to the final exam week by completing the AF grade form located in the Registrar's Office. An AF is calculated into the GPA as an F. If the student has remained in the course but simply failed it, it is considered an 'earned" F, and a final grade of "F" should be submitted.

*See Figure 1 for the complete AF process

<u>Continuing Study (CS):</u> Students in developmental courses must earn a "C" or better in order to move on to the next course level. CS (Continuing Study) allows student to re-register for a developmental course if competencies have not been met by the end of the course. It is intended for students who have demonstrated progress and a commitment to succeeding in the course but who need time to achieve competencies. CS grades do not affect GPA.

<u>Incomplete (I):</u> An Incomplete Grade (I) indicates a student has not completed a major course assignment (usually a final exam or culminating final exam) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is only applied in those instances where the student has a reasonable chance of passing. Students who have been delinquent in meeting course responsibilities are not eligible to receive incomplete grades. Incomplete forms