

# GRADING SYSTEM

NHTI has implemented a letter grade system in which each grade reflects a level of achievement measured against specific course objectives.

Letter Grade	Point Equivalent	Definition
A	4.0 pts	An honor grade representing achievement of a level of understanding and ability which is excellent and distinctive.
A-	3.7 pts	
B+	3.3 pts	Represents achievement of a level of understanding and ability of consistently high quality.
B	3.0 pts	
B-	2.7 pts	
c+	2.3 pts	Represents achievement of a level of understanding and ability consistent with those levels required for successful entry into the student's chosen career field.
C	2.0 pts	
c-	1.7 pts	
D+	1.3 pts	Represents some evidence of achievement, but substantially below the level required for successful entry into the student's chosen career field.
D	1.0 pts	
D-	0.7 pts	
F	0.0 pts	Represents negligible academic achievement. A student who receives an "F" grade in a course that's a prerequisite to other courses must repeat the failed course with a passing grade before being eligible to continue with the course sequence.
p	Pass (not calculated into GPA)	
E	Pass grade issued for Credit-By-Examinations (not calculated into GPA)	
pp	Provisional Pass; warning (not calculated into GPA)	
NP	No Pass; unsatisfactory (not calculated into GPA)	

Letter Grade	Point Equivalent	Definition
I		Incomplete grade. Indicates that a student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The "I" grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester or the grade defaults to an F.
AF		Instructor or administrator-initiated withdrawal at any time for reasons other than poor grade performance-e.g., failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Code of Conduct, disruptive behavior, 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. Calculated in GPA as an "F."
w		Student initiated withdrawal from a course at any time prior to completion of the deadline (60% of the course). Does not affect GPA. 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).
WP		Student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a passing grade at time of drop, as determined by the instructor. Does not affect GPA. 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)
WF		Student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a failing grade at time of drop, as determined by the instructor. Calculates in GPA as an "F."
AU		A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Admission by permission of the instructor. Not all courses can be taken for audit.

## Grade Appeal/Grade Change

Any appeal of a grade must be initiated by the student with the instructor before an ensuing semester has elapsed. Students should be advised that in most instances a grade may be changed only by the instructor. The Vice President for Academic Affairs, the only other

individual on campus empowered to change a student's grade, may alter a student's grade only in a case of obvious computational error or blatant abuse of the grading prerogative.<sup>1</sup>

Students who believe they have a valid ground for a grade appeal will use the following process to resolve the issue:

Meet with the instructor. The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five (5) work days.<sup>2</sup>

Meet with the Program Director/Department Head. If the issue was not resolved in Step 1, the student has three (3) work days from the date of the faculty member's decision to file a written

appeal with the faculty member's Program or Department Head, or with the VPAA if the faculty member is also the Department Head or Program

Director. Within three (3) work days the Department Head or Vice President of Academic Affairs (VPAA) will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to step 3.

File a written appeal with the VPAA. If the issue is not resolved in Step 2, the student has three (3) work days to file a written appeal with the VPAA (or designee). The letter of appeal must include the student's name and contact information, the course name and number, the semester in which the course was taken, the student's grade, the name of the instructor issuing the grade, and specific evidence of obvious computational error and/or blatant abuse of the grading prerogative.<sup>1</sup> The VPAA (or designee) will have ten (10) work days from receipt of the written appeal to render a decision. The decision of the VPAA (or designee) is final.

## Grade Point Average

The Grade Point Average (GPA) is indicative of the overall quality of performance of a student. It is used by academic institutions and prospective employers as a means of describing academic achievement.

Three factors are used in computing the GPA: credit hours, point value, and letter grade earned. Letters such as A, B, B+, and C have point values.

For example, if a student is enrolled in five courses carrying 4, 4, 6, 3 and 5 credits and earns grades of B+, c-, A, D, and C respectively, his or her GPA for the semester would be calculated in the following manner:

The GPA is calculated by multiplying the number of credits times the point value, then dividing the sum of the grade points (57.0 in the example) by the sum of the credits (22 in the example). The GPA in the example is 2.59.

The cumulative GPA for all semesters the student has been at the NHTI may be calculated in the same manner by using total credits and total grade points.

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<sup>1</sup>Note that "blatant abuse of the grading prerogative" refers to situations in which an instructor has willfully ignored published grading and assessment criteria and/or has exhibited bad faith by acting in violation of published professional/ethical standards for faculty.

<sup>2</sup>There are times, especially during the summer, that the schedules of the faculty member, the Department Head, and/or the Vice President are not compatible with the timeframes specified above. Students who have been unsuccessful in their attempts to reach the faculty member may contact the Academic Affairs Office directly. A representative of the Academic Affairs Office will then make every attempt to arrange the required meeting with the course instructor and Department Head within the five (5) days indicated in Step 1. Students are advised, however, that it may not be possible in all cases to do so.