DIN: **3120-1-01**
Title of Policy: **Grades and Grade Point Average**

Policy
Academic progress will be evaluated in terms of grade point average. The following system will be used to establish and define a student's grade point average and will be the only grades included in the GPA calculation.

A= 4 grade points per credit
B=3 grade points per credit
C=2 grade points per credit
D=1 grade point per credit
F=0 grade points per credit

Grade Types:

The work of a student is recorded as follows:

    A   (4.0 quality points) | excellent
    B   (3.0 quality points) | very good
    C   (2.0 quality points) | average
    D   (1.0 quality point) | passing
    F   (0.0 quality points) | failure
    FN – failing for non-attendance*
    FW – unofficial withdrawal*
    I - incomplete*
    IP - in-progress*
    Z - no grade reported by the instructor
    NC - no credit*
    P - pass*
    S - satisfactory*
    U - unsatisfactory*
    AU - audit *
    W - withdraw (drop)*
    EX -exchange*

*Additional information in "Grade Explanations" below.

Grade Explanations:

AU – Audit: a course taken for no credit

- Procedure: A student must request an audit by the 5th business day of the course start date. Auditing students may not need to meet regular course requirements but should confer with the instructor as to their privileges and responsibilities in the course. Upon completion of the course, the course entry made on the learner's permanent record is indicated with "AU" (audit).

FN – Failing for Non-attendance: used when a student registers for classes, but fails to attend any class session.

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- Procedure: This is faculty initiated. This grade does not affect the GPA but does count as a course attempted/not completed.

FW – Unofficial Withdrawal: used when a student registers for a class, stops attending, but does not officially withdraw from class.

- Procedure: This is faculty initiated. This grade does not affect the GPA but does count as a course attempted/not completed.

I – Incomplete: a temporary grade assigned when the instructor has a "reasonable expectation" that the student can successfully complete unfinished work.

- Procedure: If a course is not completed as prescribed, the incomplete grade becomes an F at the end of the subsequent semester (summer not included). A request must be made in writing to the instructor no later than one week prior to the end of the semester. Students may not request an incomplete if they are on academic warning, probation, or if they have an unfinished incomplete from a previous semester.

P – Pass: counts in credits attempted and earned, but not in the GPA.

- Procedure: Students cannot accumulate more than 9 credits of pass for graduation. Students may only take one pass per semester. Students may not take pre-requisites under the pass/no pass option. If students are on academic warning or probation they may not take pass as a grading option. A pass grade is equivalent to a C or higher.

R – Repeated Course: indicates a repeated course.

- Procedure: The course with the lowest grade is shown with parenthesis around the credits earned. Only the "R" (repeated grade) is computed in the GPA, but both count as attempted credits. I, FN, or FW do not constitute a course repeat. Partnered courses can be repeated upon approval of the registrar and/ or academic departments. Program accreditation requirements may impose limits on the number of times a course may be repeated.

W – Withdrawal: A student initiated course withdraw.

- Procedure: This grade does not affect the GPA but does count as a course attempted/not completed.   If a student does not withdraw online within the appropriate timelines, he/she will receive an F for those courses instead of a "W". Students asking for a late withdrawal should complete an academic appeal form. If a student wants to completely withdraw from all of their coursework they should contact the NTC One Stop for additional information.

Purpose
To provide for a systematic and equitable system for determining academic progress.

Responsibility
The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Faculty	Assign grades
Registrar	Compute GPA
Vice President for Academic Affairs	Ensure compliance with policy

Supporting References
Listed below are college document(s) that support this policy: N/A

Compliance References:
Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations): N/A