

Grading and Academic Standards Grades

Grading System

Grade Point Value

The quality of a student's work is measured by a system of letter grades and computed grade points. The meaning of each grade and its grade point value is as follows:

EXCELLENT

A 4.0 grade points
A- 3.75 grade points

ABOVE AVERAGE

B+ 3.35 grade points
B 3.0 grade points
B- 2.75 grade points

AVERAGE

C+ 2.35 grade points
C 2.0 grade points
C- 1.75 grade points

BELOW AVERAGE

D+ 1.35 grade points
D 1.0 grade points
D- 0.75 grade points

FAILURE

F 0 grade points

OTHERS

CR Credit - 0 grade points

NC No Credit - 0 grade points.

Taking a preparatory course offered on a credit/no credit basis is an alternative non-penalty grading plan offered to students in lieu of the traditional letter grade. The equivalent of "C-" or above will be recorded as CR, with units earned. Earning the equivalent of "D" or below is recorded as "NC" with no units earned.

P Pass - 1.00-5.00 units

Fail 0 grade points

The equivalent of "C-" or above for college courses will be recorded as a "P" with units earned. The equivalent of a "D" or below for college courses will be recorded as an "F" with no units earned.

SP Satisfactory Progress

Issued to a student who is making satisfactory academic progress in the process of completing degree requirements.

UP Unsatisfactory Progress

Issued to a student who is not making satisfactory academic progress in the process of completing degree requirements.

W Authorized Withdrawal - 0 grade points

Issued to a student who officially withdraws from a class and carries no academic penalty affecting the student's grade point average.

UW Unauthorized Withdrawal - 0 grade points

Issued to a student who unofficially withdraws from a class and carries no academic penalty affecting the student's grade point average.

I Incomplete - Non evaluative grade - 0 points

Issued to a student who has failed to complete all course requirements and has received prior instructor approval for an extension. Incomplete grades must be removed within one semester or the grade becomes an "F".

Enrollment Type

Transfer Units Transferred

Denotes transferable units based on the Evaluation of Transfer Credit as explained in this Catalog.

Audit Audited Courses

A student enrolls for instruction only and does not receive credit for the class. Regular class attendance is customary and expected. Permission to audit a course is granted by the instructor and is on a space available basis. Students eligible to enroll on a credit basis have priority over auditors in enrolling in courses. An auditor pays the same fees as students enrolled for credit. In addition, students auditing a class will not receive a grade or credit units.

Credit by Exam Credit by Examination

Students may challenge courses designated in the section of "Credit by Examination" if they take the required examination, have obtained Department Chair's approval, and have met the required criteria.

Grade Change Change of grade

For more information, refer to grade change procedures in this catalog.

HS Credit Course Used for High School Credit

Course used for high school credit.

Ind. Studies Individual Directed Study
Denotes Individual Directed Study courses following registration guidelines described in this catalog.

Retake Repeat Course
Students may repeat courses in which they have received a “C-” or lower. Both the initial grade and the subsequent repeat grade will show on the academic record; however, only the higher grade will count in computing the grade point average. Thus, the course with the lower grade will carry the course note of “R”. Preparatory classes may be repeated whether or not a student earns a grade of CR or NC. The maximum number of attempts for repeating courses will be one time. However, a student may file a petition for a second attempt with the Department Chair.

Cross Reg. Cross-Registration Course
Students may register and attend courses at an institution where there is a cross-enrollment agreement in place. Students must meet requirements and obtain approval from the Registrar.

Open U Course taken as Open University
Please refer to catalog section of Open University for guidelines.

Grade Point Average

The grade point average (GPA) is computed by dividing the total grade points earned (credits per course times the grade points per grade) by the total completed course credits (excluding those classes with grades Credit/No Credit, Withdrawal, Incomplete, or Satisfactory Progress - Unsatisfactory Progress). For example, a C in a 3-unit course earns $3 \times 2 = 6$ grade points, an A in a 2-unit course earns $2 \times 4 = 8$ grade points, and a C- in a 3-unit course earns $1.75 \times 3 = 5.25$ grade points. Transfer credit accepted by NHU, as part of a degree program, will not be considered in computing the grade point average requirement.

Students who receive an “F” grade must retake the course if the course is a requirement for graduation.

The University issues official grades at the end of each semester to students who have met all financial obligations to the University. In accordance with privacy laws, grades cannot be given over the telephone.

Units of Credit

An academic semester unit of credit is a quantification of student academic learning. One semester unit of credit represents 15 classroom contact hours, 30 contact hours of laboratory, and 45 contact hours of practicum in a semester.

Unit Hour Limitation

The average unit course-load per semester for a full-time student is 12-15 units in the Undergraduate Program. Any unit load over 18 is considered an excess unit load. Students carrying more than 18 units in a semester must have the authorization of the Academic Advisor and Department Chair. The usual requirement is a 3.0 grade point average in the semester immediately preceding the presentation of the petition.

Transcripts

Students who desire an official transcript of their academic record must submit, in accordance with privacy laws, a written request to NHU Office of the Registrar. Such a request must be accompanied by a payment of transcript fees and should be made at least one week in advance of the date required. Students are advised that transcripts will not be issued during the days of registration or period of grade posting of any term unless exceptional and grave cause can be shown. An official transcript will not be released to any student who has failed to meet all financial obligations to the University. Any transcript request with incomplete addresses, insufficient information for processing or unaccompanied by the transcript fee will be returned to the student.

Change of Grade

Once grades have been submitted to the Office of the Registrar, they will not be changed unless there has been an evident discrepancy and only after the student’s Department Chair has received the faculty member’s request giving the reason for the change. The change will become effective only after the Department Chair and the Provost have approved the “Change of Grade Form” and it is filed with the Registrar. Complaints by students on matters of grading policy should be directed to the professor first.

No final grades, other than Incompletes “I”, may be changed by the faculty based on work completed after the close of the semester. Grades appearing on a student's academic record may not be changed after one calendar year from the end of the semester in which the grade was issued. Final grades appearing on a student's

academic transcript cannot be changed after the graduation date.

Academic Probation Policies

Academic probation constitutes a serious warning that the student's academic record is unsatisfactory and that failure to improve the record will lead to dismissal from the University. The following categories of students will be placed on probation:

- Any undergraduate student who fails to achieve a "C" (2.0) average for a semester or whose cumulative grade point average falls below a "C" (2.0).
- Any teaching credential student who fails to achieve a "B" (3.0) average for a semester or whose cumulative grade point average falls below a "B" (3.0).
- Any upper division student whose cumulative grade point average in chosen major falls below a "C" (2.0).
- Any student who fails to successfully complete at least 70% of the units attempted during a semester.

A student on probation is not allowed to take more than 12 units of credit per semester. Until the student reaches satisfactory academic progress, the Academic Advisor may impose additional requirements and limitations with regard to a student's participation in NHU recognized extracurricular activities.

The Office of the Registrar monitors probation. Undergraduate students are given the opportunity to raise their grade point average within two semesters after being placed on probation. Every effort is made to counsel students during the probationary period. However, if after counseling and academic support services, a student will be academically disqualified if he or she still fails to raise the cumulative grade point average to a minimum of 2.0 at the end of the probationary period.

Academic Disqualification

Academic disqualification constitutes termination of a student's relationship with the University for unsatisfactory academic performance. A disqualified student may not register in any of the University's courses and is denied all privileges of student status. To be considered for re-admission, the student must re-apply to NHU after a minimum of one year, in which time the student must demonstrate success in college level courses. Students can do this by enrolling at a

community college or university and successfully completing courses acceptable for credit (B or above). Students are required to complete a minimum of 15 semester units. In addition, the student must meet the admission and degree requirements in effect at the time of re-admission, not the ones in effect upon your original admission.

Teacher Education students who receive a notice of disqualification may petition the disqualification to the Department Chair.

The following categories of students are subject to disqualification:

- Any student whose cumulative grade point average falls below 1.25 at the quarter point of the maximum program or 1.5 at the midpoint of the maximum program length;
- Any undergraduate student who, after being placed on probation, fails to achieve a "C" (2.0) average for the work undertaken during the probationary semester or who fails to achieve a cumulative grade point average of "C" (2.0) within two semesters after being placed on probation;
- Any teaching credential student who, after being placed on probation, fails to achieve a "B" (3.0) average for the work undertaken during the probationary semester or who fails to achieve a cumulative grade point average of "B" (3.0) within two semesters after being placed on probation;
- Any upper division student who fails to achieve a "C" (2.0) average in his or her major during the probationary semester or who fails to achieve a cumulative grade point average of "C" (2.0) in his or her major within two semesters after being placed on probation;
- Any student who fails to complete the degree program in the maximum time allowed for completion of the program, or who fails to make satisfactory academic progress.
- Any student who, after being placed on probation, fails to successfully complete at least 70% of the units attempted during a semester.

President's List

In the Fall and Spring semesters, students who pass twelve units with a grade point average of 3.5 or higher and are in good academic standing are placed on the President's List. To be in good academic standing a student must have an overall grade point average of 2.0 or higher for undergraduate students and 3.0 or higher for credential students and not be on probation.

Graduating with Honors

Students, who have maintained a grade point average not less than 3.50, will be graduated Cum Laude. Those who have maintained a grade point average not less than 3.70 will be graduated Magna Cum Laude. Those who have maintained a grade point average not less than 3.80 will be graduated summa cum laude. In determining whether students will qualify for honors at graduation, the Office of the Registrar does not count units, grades, or grade points earned in non credit courses.

Monitoring the Time Limit

The maximum time for the completion of a degree or certificate program is the period of time in which the student attempts 1.5 times the standard program length for normally progressing students of the same enrollment status: fulltime or part-time. The full-time Bachelor's degree student must complete the entire 4 (four) academic year program in no more than 6 (six) years. For the part-time student, the maximum time for the completion of a degree or certificate program is double that of a full-time student. For other programs, it is 1.5 times the standard program length for normally progressing students.

A student's academic performance is evaluated several times during his or her enrollment to determine satisfactory academic progress. The review is performed by the Office of the Registrar in conjunction with the Financial Aid Office and appropriate Department Chairs.

Students who fail to meet the minimum academic achievement and successful course completion standards at the 25% point is placed on academic probation. Students who fail to meet the minimum academic achievement or successful course completion standards at the 50% point are not eligible for financial aid, may not be placed on probation, unless they are placed in an extended enrollment status.

The following table indicates the criteria for achieving satisfactory academic progress based on the allowable number of units attempted. (*For specific majors see the Office of the Registrar.*)

Required % Evaluation Point	Allowable # of Units Attempted	Minimum Units Successfully Completed
Associate Degree		
25 % of maximum	28	18

50 % of maximum	56	27
100 % of maximum	112	75
Bachelor Degree		
25 % of maximum	48	32
50 % of maximum	96	64
100 % of maximum	142	128
Credential Program		
25 % of maximum	12	8
50 % of maximum	24	16
100 % of maximum	49	33
Certificate (CLAD/BCLAD)		
25 % of maximum	4	3
50 % of maximum	9	6
100 % of maximum	18	12
Translation & Interpretation Certificate		
25 % of maximum	6	4
50 % of maximum	13	9
100 % of maximum	27	18

Extended Enrollment Status

The specific policies for continuation at the institution under an extended enrollment status are the following:

- The student is not eligible for financial aid at the institution.
- The student must seek to correct academic deficiencies by taking remedial courses, re-taking courses they have failed, or practicing previously learned skills in order to re-establish satisfactory progress. However, in no case can a student exceed one and one-half times the standard time frame either as a regular student or in an extended enrollment status and receive the original academic credential for which he or she enrolled. Students exceeding the maximum time frame may receive a certificate of completion.

Inactive Students

A student is considered inactive when the following occurs:

- Failure to return to campus after one year and have not filed an approved leave of absence;
- Failure to satisfy the requirements to eliminate their academic probation and are disqualified.

Extenuating Circumstances

A student may present evidence to the Appeal Committee of mitigating or extenuating circumstances that disrupted previously satisfactory academic performance and explain that the negative circumstances have now been corrected.

Leave of Absence

Students may apply for a leave of absence except those attending the first semester and those students in disqualified status. A student may request a leave of absence at the Office of the Registrar and apply for a maximum of one year. If exceeding the specified period, the student must reapply following the Readmission requirements as stated in the University Catalog. A student may request a leave of absence for such situations as illness, pregnancy, or emergency and must have the intention to return to formal study. In order to receive a "Leave of Absence", the student must submit the "Leave of Absence Form" to the Office of the Registrar. An authorized "Leave-of-Absence" will not affect the satisfactory academic progress of the student.