

# Grading and Academic Standards

## Grading System

### *Grade Point Average*

GPA is calculated 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, Satisfactory Progress, or 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. Students who receive an “F” must retake the course if the course is a requirement for graduation. Transfer credit accepted by NHU, as part of a degree program, will not be considered in computing the GPA requirement.

NHU 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.

### *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:

Grade	Grade Points	Definition	Notes
A	4.0	Excellent	
A-	3.75	Excellent	
B+	3.35	Above Average	
B	3.0	Above Average	
B-	2.75	Above Average	
C+	2.35	Average	
C	2.0	Average	
C-	1.75	Average	
D+	1.35	Below Average	
D	1.0	Below Average	
D-	0.75	Below Average	
F	0	Failure	
CR	0	Credit	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.
NC	0	No Credit	
P	0	Pass	
F	0	Fail	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	0	Authorized Withdrawal	Issued to a student who officially withdraws from a class and carries no academic penalty affecting the student’s grade point average.

Grade	Grade Points	Definition	Notes
UW	0	Unauthorized Withdrawal	Issued to a student who unofficially withdraws from a class and carries no academic penalty affecting the student's grade point average.
I	0	Incomplete - Non evaluative grade	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".

### ***Units of Credit***

An academic semester unit of credit is a quantification of student academic learning. One semester unit represents how much time a typical student is expected to devote to learning in one week of full-time undergraduate study. An alternate norm is one unit for three hours of study work per week (e.g., one hour of lecture and two of study or three of laboratory for 15 weeks a semester). One semester unit of credit represents 15 classroom contact hours, 30 contact hours of laboratory, and 45 contact hours of practicum in a semester. A contact hour is equivalent to 50 minutes.

The number of units that constitute a major may vary among the programs.

### ***Unit Hour Limitation***

The average unit course load per semester for a fulltime 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 GPA 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 the Office of the Registrar. Such a request must be accompanied by a payment of transcript fees and will be processed accordingly. 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.

### ***Grade of Incomplete***

An Incomplete grade ("I") may be negotiated with an instructor when students have legitimate reasons beyond their control and are unable to fulfill all course requirements. Simply the inability to complete all course requirements is not grounds for an "I." Students have one semester to clear an "I"; for example, the work to remove an "I" incurred in the summer semester must be submitted to the instructor by the fall semester. The instructor must submit a *Request for Record Correction/Grade Change* form to the Registrar by the specified deadline. If an "I" grade is not cleared within one semester, it becomes an "F" as a permanent grade.

## ***Change of Grade***

Once grades are submitted to 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 an "I", may be changed by the faculty based on work completed after the close of the semester.

*Note: 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. 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 GPA 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 GPA falls below a "B" (3.0)
- Any upper division student whose cumulative GPA 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 GPA 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 GPA 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 NHU for unsatisfactory academic performance. A disqualified student may not register in any NHU course and is denied all privileges of student status. To be considered for readmission, the student must reapply 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 readmission, not those from the 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 GPA 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 GPA 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 GPA 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 12 units with a GPA 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 GPA not less than 3.5 will be graduated Cum Laude. Those who have maintained a GPA not less than 3.7 will be graduated Magna Cum Laude. Those who have maintained a GPA not less than 3.8 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 (full- or part-time). The full-time Bachelor’s degree student must complete the entire four-year academic program in no more than 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 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 are 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 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
<b>Associate Degree</b>		
25 % of maximum	28	18
50 % of maximum	56	27
100 % of maximum	112	75
<b>Bachelor Degree</b>		
25 % of maximum	48	32
50 % of maximum	96	64
100 % of maximum	142	128
<b>Credential Program</b>		
25 % of maximum	12	8
50 % of maximum	24	16
100 % of maximum	49	33
<b>Certificate (CLAD/BCLAD)</b>		
25 % of maximum	4	3
50 % of maximum	9	6
100 % of maximum	18	12
<b>Translation &amp; Interpretation Certificate</b>		
25 % of maximum	6	4
50 % of maximum	13	9
100 % of maximum	27	18
<b>MA Program</b>		
25 % of maximum	25 % of maximum	25 % of maximum
50 % of maximum	50 % of maximum	50 % of maximum
100 % of maximum	100 % of maximum	100 % of maximum

### ***Inactive Students***

Students are considered inactive when they:

- Fail to return to campus after one year and have not filed an approved leave of absence
- Fail 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 for a maximum of one year. If the specified period is exceeded, the student must reapply following the Readmission requirements as stated in the *University Catalog*. A student may request a leave of absence for situations such as illness, pregnancy, or emergency and must have the intention to return to formal study. The student must submit a *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.