GRADING AND ACADEMIC STANDARDS

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

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.

U Unauthorized Withdrawal - 0 grade points
Issued to a student who did not officially withdraw from a class and carries an academic penalty affecting the student’s grade point average. The “U” is equivalent to an “F” grade or an “NC.” Students must retake courses with a “U” grade if the course is required for graduation.

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 or 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
An auditor enrolls for instruction only, is not responsible for examinations or term papers, and does not receive credit for the class. Regular class attendance is customary and expected. A student who wishes to audit a class requires the class as an auditor during the period for course enrollment. 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” providing they take the required examination, have obtained Department Coordinator’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”. Both grades, the initial and the repeat grade, appear on the transcript. 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 Coordinator.

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 x 2 = 6 grade points, an A in a 2-unit course earns 2 x 4 = 8 grade points, and a C- in a 3-unit course earns 1.75 x 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 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 Coordinator. 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.

Changes 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 Coordinator has received the faculty member’s request giving the reason for the change. The change will become effective only after the Department Coordinator 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 Provost.

No final grades, other than Incompletes “I”, may be changed by the faculty based on work completed after the close of the module.
**Incomplete Grades**

An incomplete grade may only be assigned due to unforeseen, but fully justified reasons. Student must have completed a substantial amount of work so that there is still a possibility of earning credit. It is the responsibility of the student to inform the instructor and provide pertinent information if asked to do so. Instructor must then complete and submit a “Report of an Incomplete Grade” form to the Office of the Registrar. Student and instructor must meet an agreement on the means of completing the remaining course requirements. After review of completed work, the instructor then issues a final grade by submitting a “Change of Grade Form” to the Office of the Registrar.

**Examinations**

Students are expected to take all examinations, as appropriate, for courses in which they are enrolled. Faculty determines dates for final examinations.

**Class Attendance**

In accordance with the University’s Attendance Policy, when a student has missed 20 percent or more of the total contact hours for a course, the student may be dropped from the course.

**Academic Dishonesty**

The University expects students to be honest in their academic work. Academic dishonesty is viewed as an ethical issue and a violation of the principles of justice and personal responsibility inherent in the University’s ideals. In particular, students must refrain from plagiarism, cheating and collusion in connection with examinations. Students must acknowledge fully all sources and all assistance received in work submitted to the faculty for evaluation.

In the event of academic dishonesty in class assignments or examinations, the instructor will normally assign an “F” with no possibility of making up the grade by means of additional work. In serious cases, the instructor can recommend additional sanctions or penalties and recommend to the Provost that the student be suspended or be disqualified from further study at the University. In those cases where a grade penalty is not possible, the matter will be referred to the Provost for disciplinary action.

**Satisfactory Academic Progress (SAP)**

The following standards for satisfactory academic progress apply to all students.

- A student’s academic performance is reviewed and assessed every year and at the 25% and 50% points of maximum time frame. For the purposes of evaluating academic performance the following definitions apply:
  - “Successful Completion” means completing a course with a grade of Credit (for courses graded CR/NC).
  - Satisfactory Progress (for courses graded SP/UP),
  - Pass (for courses graded P/F) or a letter grade of “D” or higher.
  - Withdrawals do not affect the GPA.
  - An unauthorized withdrawal (U) is also counted as “units attempted” but not completed.
  - However, a “U” grade (which is equivalent to an “F” or a “NC”) does affect the GPA since it carries zero grade points.
  - The determination of the SAP for a grade of Incomplete (I) counts for the semester in which it becomes complete, that is, when the grade and units are recorded.
  - If the Incomplete (I) is not completed within the specified time limit, one semester, the grade will be changed to “F”.
  - Preparatory courses, which are graded CR/NC, carry no credit toward any degree. Since these courses carry zero grade points, the SAP will be determined by the successful completion of the courses attempted.
  - Repeating classes (R) does not count towards additional units; however, it does affect the GPA if the grade for the repeat course is higher than the initial grade. If the grade for the repeat course is lower, the GPA is not affected.
  - The grade of P (Pass) carries unit credits towards a degree; however, it does not affect the GPA.
  - An authorized leave of absence does not affect the determination of a student’s SAP.
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 undergraduate upper division student whose cumulative grade point average in his or her major falls below a “C” (2.0);
- Any student who fails to successfully complete at least half 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 undertakes monitoring of 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 receiving academic support services, a student still fails to raise his/her cumulative grade point average to a minimum of 2.0 at the end of the probationary period, the student will be academically disqualified.

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-time 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 Coordinators.

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

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. Any student who receives a notice of disqualification may petition for a hearing to the Academic Standards Committee. The Provost, upon recommendation by the student’s Department Coordinator, will make the decision on a disqualification. Students may file a written appeal to the President of the University who will make the final determination on all appeals.

A disqualified student who wishes to return to the University must follow the Admissions procedures. 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.
The following table indicates the criteria for achieving satisfactory academic progress based on the allowable number of units attempted.

<table>
<thead>
<tr>
<th>Required % Evaluation Point</th>
<th>Allowable # of Units Attempted</th>
<th>Minimum Units Successfully Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 % of maximum</td>
<td>24</td>
<td>16</td>
</tr>
<tr>
<td>50 % of maximum</td>
<td>48</td>
<td>32</td>
</tr>
<tr>
<td>100 % of maximum</td>
<td>96</td>
<td>64</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 % of maximum</td>
<td>46</td>
<td>31</td>
</tr>
<tr>
<td>50 % of maximum</td>
<td>93</td>
<td>62</td>
</tr>
<tr>
<td>100 % of maximum</td>
<td>186</td>
<td>124</td>
</tr>
<tr>
<td>Credential Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 % of maximum</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>50 % of maximum</td>
<td>24</td>
<td>16</td>
</tr>
<tr>
<td>100 % of maximum</td>
<td>49</td>
<td>33</td>
</tr>
<tr>
<td>Certificate (CLAD/BCLAD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 % of maximum</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>50 % of maximum</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>100 % of maximum</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>Translation &amp; Interpretation Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 % of maximum</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>50 % of maximum</td>
<td>13</td>
<td>9</td>
</tr>
<tr>
<td>100 % of maximum</td>
<td>27</td>
<td>18</td>
</tr>
</tbody>
</table>

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.

Re-instatement

Once the student is disqualified, he/she must go through an appeal process. The appeal process constitutes a formal appeal letter to the Provost. If the appeal is accepted, the student must follow the following stipulations:

- Student may only take 6 units the first semester upon returning to the University
- Student must meet with his/her advisor every module
- Student must attend mandatory tutoring sessions at the SAAC

The student must successfully re-take courses previously failed so that the recalculated GPA and successful completion percentage meet or exceed the minimum requirements.

Inactive Students

A student is considered inactive when:

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

Extenuating Circumstances

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

Appeal Procedure Available to the Student

Any student who receives a notice of disqualification may petition for a hearing. The Provost, upon recommendation by the student’s Department Coordinator, will make the decision on a disqualification. If the student is not satisfied he/she may file a written appeal to the President of the University who will make the final determination on all appeals.
Leave Of Absence

All students have an opportunity to 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 the student exceeds the specified period, he/she must reapply following the Readmission requirements as stated in the Admission to the University section in the University Catalog. A student may request a leave of absence for such situations as illness, pregnancy, and emergency, among others, 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.

Academic Requirements at Graduation

Students at NHU are bound by the catalog requirements for the initial year in which the student registered. Students have the option to fulfill the catalog requirements of the year they graduate. This option must be declared by the end of their junior year. Nevertheless, students will be responsible for complying with changes in other non-academic regulations, policies and procedures that may appear in subsequent catalogs.

To qualify for graduation with an Associate of Arts, a Bachelor of Arts, or Bachelor of Science, students must have achieved at least a “C” (2.0) cumulative grade point average and at least a “C” (2.0) in their major. This applies to all units taken that qualify for baccalaureate credit.

Individual departments and majors may establish grade point average requirements that are stricter than this general University requirement. Students should consult the description of each major in this catalog for such requirements.

In addition, students must meet the academic requirements for graduation with a Bachelor of Arts or a Bachelor of Science Degree, as described in this catalog under the Undergraduate Academic Programs section.

Academic Honors

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.

Graduation 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.

Students with transferable units from another accredited college or university will not have the grade point units earned at the other institution count toward graduation with honors.
**FILING FOR GRADUATION AND DIPLOMAS**

Undergraduate students should have a course evaluation completed by their Academic Advisor upon completion of 100 units. Students applying for the conferral of an undergraduate degree should file the “Petition to Graduate Form” with the Office of the Registrar upon completion of 100 units. This allows the University time to assess the student’s progress towards the degree by ensuring that the remaining degree requirements can be taken so the student can graduate on time. The student must file a “Petition to Graduate” at the beginning of their senior year, if they are to be eligible for graduation at the end of that year. Once students complete all degree requirements they must submit a “Conferral of Degree Form” to their advisor.

The student’s diploma will list the degree, and, if appropriate, academic honors. The official transcript will also list the major areas of emphasis, if applicable, and certificates.

Graduation dates posted on the transcript and on the diploma reflect the completion of all academic requirements for the degree. The graduation ceremony for graduates of each academic year is held in June.

Diplomas will only be released to students who have paid the required graduation fee and have otherwise been cleared by the University.

Any waiver or substitution approved by a student’s Department Coordinator shall be considered as an alteration of the graduation requirements for that student only, and does not constitute a general change in University or department graduation requirements.

Undergraduates who will have completed all but twelve or fewer units at the end of a spring semester may petition through their respective Coordinators for permission to participate in the Graduation Commencement Exercises that June. The Petition Forms are available from the Office of the Registrar and must be submitted to the Department Coordinator with a proposal demonstrating that the student will complete the degree requirements by the end of the summer following the Commencement. Students permitted to participate in the Commencement Exercises will receive their degree upon actual degree fulfillment and will be listed in the Commencement booklet (graduation list) appropriate to their actual degree date.