

# 2018-19 Northcentral Technical College Grading

Grading information for each instructor should be given to students in writing at the start of class. Grades can be viewed by going to [www.ntc.edu](http://www.ntc.edu) and logging into myNTC. If a grading error is made, please contact Student Records immediately to correct the error. If a student has questions about a specific grade, they are encouraged to discuss their concerns with the instructor for that class. **Fall 2018 Grading Day is Wednesday, December 19<sup>th</sup>. For classes that end prior to the end of the semester, grades should be entered within a week of the class ending.**

| Grade     | Description  | Point Value |
|-----------|--|-------------|
| <b>A</b>  | Excellent: Course competencies met at highest-attainable level   | 4.00        |
| <b>A-</b> |  | 3.67        |
| <b>B+</b> |  | 3.33        |
| <b>B</b>  | Above average: Course competencies met at above-average level  | 3.00        |
| <b>B-</b> |  | 2.67        |
| <b>C+</b> |  | 2.33        |
| <b>C</b>  | Average: Course competencies met at average level  | 2.00        |
| <b>D</b>  | Below Average: Course competencies met at below-average level  | 1.00        |
| <b>F</b>  | <ul style="list-style-type: none"> <li>• Student fails to meet course competencies</li> <li>• Student begins a class, but stops attending or ceases to attend. This can be entered at any point in the semester when an instructor determines the student has missed too much time to complete or re-enter the class.</li> <li>• Student officially withdraws during the last 20% of the class. Students may view this date by viewing their Academic Calendar on myNTC.</li> <li>• <b>Student's last date of attendance is required if an "F" is assigned (for financial aid purposes)</b></li> </ul> | 0.00        |
| <b>NS</b> | <ul style="list-style-type: none"> <li>• No Show - student has <u>never</u> attended or participated in an documented academic activity</li> <li>• <b>An NS grade should be entered at the 10% point of the class. Exact dates will be provided prior to the start of the term.</b></li> <li>• An NS grade can be removed per a student's appeal to his/her advisor and with advisor/instructor's approval. See page 3 for more information on NS grading procedures.</li> </ul>   | -           |

**For online classes:**

- Logging into an online class is not sufficient, by itself, to demonstrate academic attendance
- Student needs to engage in a documented academic activity to be considered an "attending" student. Academic related activities are defined as (but not limited to):
  - Submitting an academic assignment
  - Taking an exam, interactive tutorial, or computer assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in a online discussion about academic matters

**Other grades available are described on the next page**

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| Grade     | Description   | Point |
|-----------|---|-------|
| <b>S</b>  | <ul style="list-style-type: none"><li>• Satisfactory participation in a credit, continuing education, or learning center course</li><li>• Equivalent to a “C” or better</li><li>• Only classes set up as Pass/Fail are graded using this grade</li></ul>  | -     |
| <b>U</b>  | <ul style="list-style-type: none"><li>• Unsatisfactory participation in a credit, continuing education, or learning center course</li><li>• Only classes set up as Pass/Fail are graded using this grade</li><li>• <b>Student’s last date of attendance required if an “U” is assigned (for financial aid purposes)</b></li></ul>   | -     |
| <b>AU</b> | <ul style="list-style-type: none"><li>• Audit grade</li><li>• Course is not part of the student’s credit load or financial aid</li><li>• Student must pay full tuition and fees for the course</li><li>• <b>Student must complete Audit Form (student and instructor’s signature required) and turn into the Registrar’s office within the first 2 weeks of class</b></li><li>• AU grade is entered by the Registrar’s office</li></ul>   | -     |
| <b>I</b>  | <ul style="list-style-type: none"><li>• Incomplete grade – coursework not completed due to extenuating circumstances over which the student has little or no control.</li><li>• Instructors may, in cases they deem appropriate, agree to accept a student’s work up to <u>60 days</u> after the course end date. The instructor can require a shorter deadline if desired.</li><li>• Student should have completed a substantial portion of their semester work prior to receiving an extension</li><li>• Instructor and student should complete the Incomplete Coursework form and submit to the Registrar’s office. The form is located within myNTC Faculty Center.</li><li>• Instructor should enter a “I” grade at the end of the semester</li><li>• <b>Student’s last date of attendance is required if an “I” is assigned (for financial aid purposes)</b></li><li>• Instructor should submit a grade change request once coursework has been completed by student or extended deadline has expired. The form is located within myNTC-Faculty Center.</li><li>• <b>60 days after the class end date, any “I” grade will automatically be changed to a “F” grade</b></li></ul> | -     |
| <b>W</b>  | <ul style="list-style-type: none"><li>• Withdrawal grade</li><li>• <b>“W” grade is not entered by instructors or accepted through instructors</b></li><li>• “W” grade is entered only when the student has initiated an official withdrawal online or through student services after 10% of the class but before 80% of the class has been completed. Withdrawals received during the first 10% of the class will have no grade assigned and will not show on the student’s record. Withdrawals received after 80% of the class has been completed will automatically turn into an “F” grade.</li></ul>   | -     |

**Please go to your myNTC Faculty Homepage and then Faculty Forms and Policies tab to access Change of Grade and Incomplete Coursework forms.**

For questions regarding NTCs grading policy please contact:

Nick Blanchette – Registrar

[blanchet@ntc.edu](mailto:blanchet@ntc.edu) or 715-803-1025

Updated: 8/1/2018

## No Show (NS) Grading

- NS grades should be entered by the 10% date of each class. Instructors will be provided the NS date for each of their classes.
- It is *essential* to enter No Show (NS) grades by the assigned date of each class so students are not awarded financial aid for classes they do not attend.

### NO SHOW (NS) PROCEDURE

- 1** Student does not attend class, or for online courses does not participate in a required academic activity within the first 10% of class – INSTRUCTORS SHOULD ENTER “NS” GRADE.
- 2** Student is notified by student services email of the NS grade and possible options for a partial refund or to appeal for reinstatement.
- 3** Student should be directed to their advisor or advising services if they are requesting to have NS removed and be reinstated into class or to withdraw from class for a partial refund. If the student does not contact their advisor they are responsible for the full tuition and fees.
- 4** Student and advisor will go over options for student, reason(s) for not attending the course, and plans for success if student desires to be reinstated back into class.
- 5** If student requests to be reinstated into class, the advisor will contact instructor to determine potential for reinstatement. The potential for reinstatement should be based on amount of material the student has missed and the reasonableness for the student to complete the class without additional extensions (Incomplete Grade) after the official class end date.
- 6** If it is determined that reinstatement is possible, the student and instructor will complete a No Show Completion Agreement which will be provided by the advisor by email.
- 7** The No Show Completion Agreement should be emailed back to the advisor who will remove the NS grade and reinstate the student back into class.

For questions regarding the No Show (NS) grading procedure or on NTCs overall grading policy please contact Nick Blanchette, Registrar, at extension 1025 or [blanchet@ntc.edu](mailto:blanchet@ntc.edu). To contact the college’s advising staff, please call extension 1797.