

North Hennepin Community College

Policy/Procedure Information

Number: 3.50.1

Name: Academic Standards Procedure

Author: Policy Committee

Custodian: Policy Committee

Effective Date: August 22, 2016

Next Review Date: AY2020–2021

Regulatory Authority:

- MnSCU Board Policy 3.36–Academic Programs Policy
 - <http://www.mnscu.edu/board/policy/336.html>
- MnSCU Board Procedure 3.36.1–Academic Programs Procedure
 - <http://www.mnscu.edu/board/procedure/336p1.html>

Part 1. Grading System

Subpart A. Assignment of Grades

Individual faculty members are responsible for evaluating the achievement of students officially enrolled in their classes. Faculty shall submit final grades electronically using eServices within the grading window periods listed below:

1. For full-term length courses or for short-term/adjusted length courses that conclude with the end of the term, the grading window shall close four and one half (4.5) calendar days after the last day of final exams. Faculty shall have until 12 noon on the fifth day to submit final grades. For example, when final exams end on a Friday, grades shall be due by 12:00 pm (noon) on the following Wednesday. If the final (fifth) day of the grading window falls on a scheduled holiday, the grading window shall be extended until 8:00am the day after the holiday.
2. For short-term/adjusted-length courses that conclude **prior** to the end of the term, the grading window shall be up to seven (7) days after the last day of class. Faculty shall have up until 11:59 pm on the seventh day to submit final grades for short-term/adjusted-length courses.

Subpart B. Final Determination with an Extended or Permanent Absence of a Faculty Member.

In the event of an extended or permanent absence of a faculty member (such as resignation, death, or other extended absence) that occurs at the end of the semester, the final grade determination will be made by department/discipline faculty members according to the original faculty member's syllabus. The academic dean will coordinate the process in consultation with the department coordinator.

Subpart C. Grades for Credit Courses

Credit courses will be assigned grades according to the following system:

- A *Superior Achievement—4 Grade Points*: represents achievement that is outstanding relative to the level necessary to meet course requirements.
- B *Above Average Achievement—3 Grade Points*: represents achievement that is significantly above the level necessary to meet course requirements.
- C *Average Achievement—2 Grade Points*: represents achievement that meets the course requirements in every respect.
- D *Below Average Achievement—1 Grade Point*: represents achievement that is worthy of credit even though it fails to fully meet the course requirements.
- F *Inadequate Achievement—0 Grade Points*: may be assigned to courses numbered 1000 level or above. Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an incomplete (I).
- NC *No Credit*—Not figured in Grade Point Average. May only be assigned to courses numbered below 1000 and Prior Learning courses.
- P *Passing*—Not figured in Grade Point Average. May only be assigned to courses approved through the Academic Affairs and Standards Council process. (See Addendum)

All course graded A through F are utilized in determining the student's grade point average.

Subpart D. Grading Schemas

All courses will be designated with one of the following grading schemas:

1. A - F
2. P/F (Pass/Fail)
3. P/NC (Pass/No Credit)
4. A-D/NC

Grading schemas are approved by the Academic Affairs and Standards Council (AASC). The default for college-level credit courses is A-F. Selected college-level credit courses may be graded P/F. Selected developmental courses may be graded P/NC. P/F or P/NC shall be the only grading system for all students receiving grades in all sections of the approved course (see Addendum). The P/F Addendum will be reviewed and updated at the request of the Academic Affairs and Standards Council and upon final approval by the college President.

Subpart E. Additional Grading Notation

In addition to grades, the following notations may be used:

- AU *Visitor or Auditor*—must be declared at time of registration.
- FN *Failure for Non-Attendance*—Indicates the student did not attend or is no longer attending class and/or student did not complete or is no longer completing course assignments in courses numbered 1000 or higher. This symbol is used for last date of attendance purposes. Faculty may, but are not required to, take class attendance as documentation of a student's last date of attendance in the course. A record of the last course assignment completed by a student is sufficient documentation of the student's last date of attendance in the course. An FN symbol should be recorded using the online student record system no later than the withdrawal deadline. The FN symbol does affect the GPA and the student's completion rate for purposes of calculating Student Academic Progress (SAP).

- NN** *Non-attendance for developmental courses*—Indicates the student did not attend or is no longer attending class and/or student did not complete or is no longer completing course assignments in courses numbered less than 1000. This symbol is used for last date of attendance purposes. Faculty may, but are not required to take class attendance as documentation of a student's last date of attendance in the course. A record of the last course assignment completed by a student is sufficient documentation of the student's last date of attendance in the course. An NN symbol should be recorded using the online student record system no later than the withdrawal deadline. The NN symbol does not affect the GPA but does affect the student's completion rate for purposes of calculating Student Academic Progress (SAP).
- H** *Honors*—Accompanies a grade to signify that the course was completed as an Honors Option course. Reported as HA or HB.
- I** *Incomplete*—An incomplete (I) may be assigned when the student has completed most of the course work at a passing level, cannot complete the remaining work on schedule because of illness or other unusual circumstance, and has entered into a formal agreement with the instructor, which identifies when the remaining requirements will be completed. A grade of I is a temporary grade and automatically becomes an F (or NC) at the end of the next semester (not including summer session) if the course work is not completed. The incomplete (I) does affect the student's completion rate for the purposes of calculating SAP.
- W** *Withdrawn from a course*—The withdraw (W) is normally student initiated. Under unusual circumstances the College may record a W for a student. The W does affect the student's completion rate for the purposes of calculating SAP.

Subpart F. Final Date for Official Course Withdrawal

The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed.

Subpart G. Repeating Grades

A student may repeat a course for purposes of achieving a higher grade or to review material. While all grades remain on the transcript, only the highest grade will be used to compute GPA.

Part 2. Academic Honors

Subpart A. Honors Program Eligibility

Students are eligible to participate in the Honors program by fulfilling one of the eligibility requirements.

1. Upon completion of 9 credits at or above 1000 level courses with a cumulative grade point average (GPA) of 3.5 or higher
2. High School classes: Honors/Advanced Placement/High Performance/International Baccalaureate/College in the Schools with minimum 3.5 GPA
3. Minimum ACT Score of 25 or SAT Score of 1200 or Equivalent Test
4. High School GPA of 3.8 w/out honors type courses
5. Minimum Score of 4 on 3 or more AP tests

Subpart B. Honors Program Requirements

1. Maintain a cumulative grade point average of 3.5 or higher

2. Complete all Honors Program requirements as defined on the Honors Pledge Form.

Subpart C. Honors Designations

Students admitted to the Honors Program may earn one of the following honors designations based on the level of honors work completed:

1. Highest Honors
2. High Honors
3. Honors

Subpart C. Other Academic Recognitions

1. NHCC Scholar—This designation indicates the student maintained a cumulative GPA of 3.5 or higher and graduated with an associate degree or advanced certificate, but did not participate in the Honors Program.
2. Dean's List—Students in good standing, completing twelve (12) college level credits or more and earning a grade point average of at least 3.5 for that semester will be included on the Dean's List for that semester and will receive a letter indicating that honor.

Part 3. Final Exams

Final tests/evaluations are to be given as published in the Academic Calendar: Schedule of Final Exams. Requests for exceptions must be approved by the appropriate academic dean.

Part 4. Credits

Subpart A. Student Definitions Related to Credits

1. Fall and Spring semesters
 - a. Students enrolled in at least twelve (12) credits during the fall and spring semesters are considered full-time students.
 - b. Students enrolled in less than twelve (12) credits during the fall and spring semesters are considered part-time students.
2. Summer session
 - a. Students enrolled in at least twelve (12) credits during the summer session are considered full-time students.
 - b. Students enrolled in less than twelve (12) credits during the summer session are considered part time.
3. Degree-seeking students who have completed less than thirty (30) credits are classified as First Year Students.
4. Degree-seeking students who have completed between thirty (30) and sixty (60) credits are classified as Sophomores.

Subpart B. Credit Limits

1. Current degree-seeking students may enroll in a maximum of twenty (20) credits in each of the fall and spring semesters and a maximum of twelve (12) credits during the summer session.
2. PSEO, non-degree seeking students and visiting students may enroll in a maximum of sixteen (16) credits during each of the fall and spring semesters.
3. Non-degree seeking students and visiting students may enroll in a maximum of twelve (12) credits during the summer session.
4. PSEO students are not eligible to enroll during summer session.

Subpart C. Credit Limit Appeals

Students who wish to appeal the maximum credit limit per semester must make an appointment with a counselor/advisor. If the counselor/advisor believes the student is capable of successfully completing credits above the maximum allowed, the counselor/advisor will give the student the "Waiver to Exceed Maximum Credits Allowed" form. This form must be

completed by the student and signed by a counselor/advisor. PSEO students are not eligible to appeal the maximum credit limit.

Review Action	Date(s)
Campus Community Review Period	Oct. 26 – Nov. 6, 2015
Shared Governance Council Review	December 11, 2015
Labor/Management Meetings Review	November 16-25, 2015
Student Senate Review	November 19, 2015
President Approval	December 21, 2015
Campus Community Dissemination	January 11, 2016

History

1. Adopted June 1992
2. Revised November 28, 2005
3. Revised September 24, 2007
4. Revised May 14, 2009
5. Revised October 11, 2010
6. Revised November 23, 2011
7. Formerly Policy III.02.06, adopted November 2011
8. Revised August 27, 2012
9. Revised December 21, 2015