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|  | Title: Grading Policy | POL-317 Revision # |
| Prepared By: Academic Standards Committee | Preparer's Name/Title Patricia Cueva, Registrar | Date Prepared: 4/15/2016 |
| Approved By: | College President's Signature  | Date Approved: 06/01/2016 |
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317.1 POLICY STATEMENT

It is the policy of Northwest Indian College to use a system of letter grades to evaluate student performance. The grades are A, B, C, D and F – A being the highest and F, denoting failure. Grading definitions, grade point averages, and satisfactory/unsatisfactory grading to be used at the College are contained below.

317.2 PURPOSE

The purpose of establishing a policy is to provide clear information to students and faculty regarding their rights and responsibilities. The Grade Change section is an addition to the current catalog and establishes a formalized policy as opposed to our current practice as an institution.

317.3 SCOPE

This policy will affect all students enrolled at Northwest Indian College as well as the faculty grading procedure. The policy establishes the responsibilities and regulations regarding any grading that occurs.

This policy will also affect the current Incomplete Grading Policy and Procedure.

317.4 BACKGROUND

The current grading policy has existed in our catalog that includes the grading definition, defining what each grade indicates, grade point average, satisfactory and unsatisfactory grading. However, an official Grade Change Policy has not been created or existed prior to this policy. However, a grade change practice has been established. Currently, faculty use a grade change in various situations, including in place of an Incomplete Agreement.

In researching other institutions and TCUs, it was discovered that many institutions follow the same Grade Change Policy as a standard in higher education. The Academic Standards Committee reviewed this information and decided to adapt and modify the current policies that exist to fit our institution but also be reflective of the current standard practice of other colleges and universities.

SUPPLEMENTAL INFORMATION TO POLICY STATEMENT

Northwest Indian College uses the following symbols for grading courses:

| Grade | Grade Pt | |
|-------|----------|--|
| A | 4.00 | The student has met or exceeded the highest level of the course requirements. |
| A- | 3.70 | |
| B+ | 3.30 | |
| B | 3.00 | The student has met the course requirements above the satisfactory level. |
| B- | 2.70 | |
| C+ | 2.30 | |
| C | 2.00 | The student has met the course requirements at the satisfactory level. |
| C- | 1.70 | |
| D+ | 1.30 | |
| D | 1.00 | The student has met the course requirements at the minimum level. However, the student has not met all of the course requirements at the satisfactory level. |
| D- | 0.70 | |
| F | 0.00 | The student has not met the course requirements at the minimum level. |

I Incomplete

Indicates that a student has been given permission to complete the requirements of a course at a later date. An "I" grade may be issued to students who have been making consistent progress and has regular attendance, but some essential requirement of the course has not been completed because of unforeseen circumstances the student has the option to request to enter into an incomplete agreement. An Incomplete Agreement Form must accompany an "I" grade or the grade will be assigned as an "**."

N Audit

Indicates that a student chose not to receive credit for a course. A student may audit any course by signing up through the registration office according to special enrollment procedures and scheduled dates.

P/NP Pass/No Pass

Indicates a grade issued for a Continuing Education Unit (CEU) course.

S/U Satisfactory/Unsatisfactory

Only certain courses are designated S/U grading as determined appropriate by the Curriculum Committee. This grade does not carry grade point value therefore is not computed into the student's GPA.

W Official Withdrawal

Indicates that a student officially withdrew from a course by completing the proper paperwork through the registration process according to scheduled dates. Official withdrawals occurring after the third week of fall, winter and spring quarters and the second week of summer quarter are posted on the student's permanent record.

AW Administrative Withdrawal

An Administrative Withdrawal is granted only on a one-time basis in the event a student is unable to complete a quarter or a course due to a unique emergency or a major life difficulty. Examples include severe illness, accident, death in the family or call to active military service. An Administrative Withdrawal Petition and supporting documentation must be submitted to the Registrar by the student. This grade is posted only upon approval of the Registrar in consultation with the Financial Aid Office.

WIP Work in Progress

Indicates that a student has coursework in progress. Students must complete the requirements for the course by the end of the quarter.

Y Work in Progress

Not currently used as a grade option. Grade used prior to Fall 2007.

Z Non-completion.

Not Currently used as a grade option. This grade was used prior to fall 1998.

V Unofficial Withdrawal

Not currently used as a grade option. The V grade was used prior to fall 2007.

***** No Grade Recorded / Invalid Grade / Late Finishing Class.

Grades are recorded on the student's permanent record at the end of each quarter. The course requirements and the levels of accomplishment will be clearly defined in the course syllabus.

Grade Point Average

The grade point average for a student is calculated on a quarterly and cumulative basis. The quarterly GPA is computed by dividing the total number of quarterly grade points by the total number of quarterly A through F credits earned. The cumulative GPA is calculated by dividing the total number of all grade points by the total number of all A through F credits earned.

Grades I, N, P/NP, S/U, W, AW and Y do not carry grade point values and are not computed into the student's grade point average.

Grades IA through IF carry the same grade point values as the corresponding letter grades A-F.

I, N, NP, U, W, AW and F grades are indications of non-completions or unsatisfactory progress and may affect financial aid eligibility.

Satisfactory/Unsatisfactory Grading

The College Curriculum Committee may determine that traditional letter grading is inappropriate for a particular credit course. If so, the course will be designated S/U grading and will be so described in the NWIC College Catalog. This grading mode is not appropriate in courses applied to the general education requirements or to courses in the student's major area of concentration. Students are also cautioned that overuse of the S/U system may cause concern by employers and other four-year colleges.

317.5 RESPONSIBILITY

The Registrar has the responsibility to ensure this policy is followed. However, faculty members are also responsible in understanding and adhering to the guidelines of this policy.

317.6 RELATED INFORMATION

Incomplete Agreement and Grade Change Policies

317.7 REVIEW DATE

This policy will be reviewed every 3 years.