

# 2024-25 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 Workday. 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. **Spring Grading Days are March 24<sup>th</sup> and May 27<sup>th</sup>. For classes that end in the middle of a session (i.e. 3 week or 5 week class), grades should be entered within 3 calendar days 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.</li> <li>• <b>Student's last date of attendance (LDA) is required if an "F" is assigned (for financial aid purposes). LDA cannot be beyond the last scheduled date of the course.</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 a documented academic assignment or activity</li> <li>• <b>An NS grade should be entered at or close to the 10% point of the class. Exact dates will be provided at the start of the term and emailed on the day of the class/student's NSdate.</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 or completing syllabus quiz
  - 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.</li> <li>Instructors should direct students requesting an extension to their <a href="#">Canvas Help</a> to complete the online course extension form. Once the student requests the extension, the instructor will receive an email to approve or deny the extension request.</li> <li>Instructor should enter an "I" grade at the end of the class when approving an extension.</li> <li><b>Student's last date of attendance (LDA) is required if an "I" is assigned (for financial aid purposes). LDA cannot be beyond the last scheduled date of the course. You will also be required to put in a Due Date (the date they must complete their extension by).</b></li> <li>Instructor should submit a grade change request once coursework has been completed by student or extended deadline has expired. Grade changes will be completed in Workday.</li> <li><b>The "I" grade will automatically be changed to an "F" grade if no grade change has been submitted after the deadline/due date has passed.</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>	-

For questions regarding NTCs grading policy please contact:

Wendi Ludwig – Registrar

[ludwig@ntc.edu](mailto:ludwig@ntc.edu) or 715-803-1023

Updated: 6/6/2024

## No Show (NS) Grades

- 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 or assignment 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 complete a form and an email will be sent to the instructor to indicate if reinstatement is approved or denied. 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.

6

If reinstatement is not possible, an automated email will be sent by the advisor notifying student of the denied request and will withdraw the student with a partial refund.

7

If it is determined that reinstatement is possible, the instructor will specify the assignments to complete and in how many days. Student will receive automated email asking if they agree to reinstatement terms.

8

If student agrees to reinstatement terms, the instructor and advisor will receive a confirmation email. The advisor will remove the NS grade and student will regain access to class within one business day.

For questions regarding the No Show (NS) grading procedure or on NTCs overall grading policy, please contact Wendi Ludwig, Registrar, at extension 1023 or [ludwig@ntc.edu](mailto:ludwig@ntc.edu). To contact the college’s advising staff, please call extension 1797.