



Grading

The grading system for each instructor will be given to students in writing at the start of class. Grades can be viewed by going to www.ntc.edu, clicking on "my>NTC" and following the instructions listed. If there are errors on the grade report, please report them to the Records and Registration Office immediately. If a student has questions about a specific grade, students are encouraged to discuss their concerns with the instructor for that class.

Grading System

Grade	Description	Point Value
A	Excellent: Course requirements met at highest-attainable level	4.00
A-		3.67
B+		3.33
B	Above Average: Course requirements met at above-average level	3.00
B-		2.67
C+		2.33
C	Average: Course requirements met at average level	2.00
D	Below Average: Course requirements met at below-average level	1.00
F	Failure to meet course requirements (last date of attendance is required)	0.00

Other Grades

NS	No show. Student <u>never</u> attended class (or never officially withdrew from the course). Faculty need to enter this grade within the first week of the start of class.
S	Satisfactory participation in a credit, continuing education or Learning Center course. A grade of "S" in an Associate Degree/Diploma is the equivalent of a "C" or better. Only classes set up as either pass or fail are graded using this grade.
U	Unsatisfactory participation in a credit, continuing education or Learning Center course. Only classes set up as either pass or fail are graded using this grade (last date of attendance is required).
AU	Auditing a course. Course is not part of the student's credit load or financial aid. In accordance with WTCS directives, students auditing a course must pay full tuition and fees for the course. Students may enroll to audit a course (Audit form) within the first two weeks of the class start date with the approval of the instructor. Audits are open on a space-available basis. This grade is entered by the Registrar's office.

Course Requirements Not Yet Completed (Incomplete Coursework)

For coursework not completed due to extenuating circumstances over which the student has little or no control, instructors may, in cases they deem appropriate, agree to accept a student's work after the course has ended. The instructor and student need to complete the **Incomplete Coursework form** and submit the form to the Registrar's office. The instructor should issue/enter the grade earned by the student at the end of the semester. Upon evaluation of work submitted after the last day of class, the instructor may submit a grade change (Grade Change form) for the student. Students should have completed a substantial portion of their semester course work prior to receiving an extension. The maximum time allowed for completion of assignments is six weeks unless the faculty member extends the deadline. If a course is a prerequisite to another course for the next term, a much shorter time limit should be established. If the student does not complete the course requirements by the extended deadline, the grade the instructor originally entered at the end of the term will remain unchanged.

Additional Information

When do I use a NS Grade?

NS is used when the student has not participated in any academic related activities.

In an online course, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Academically related activities is defined as (but not limited to):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

When is it appropriate to use an F Grade?

If a student begins a class, but then stops attending or ceases to attend, an instructor should enter a grade of F AND enter a last date of attendance. F grades may also be given if the student has attended throughout the course but failed to meet standards to successfully complete the course, the last date of attendance is still required. If the student officially withdraws within the last 20% of the class, an F will also be posted.

Do I ever enter a W Grade?

W grades are not entered by instructors. It is used when the student has initiated an official withdrawal after 10% of the class but before 80% of the class has been completed.

When is the last date of attendance required?

A last date of attendance is required whenever grades of U or F are entered. This date is used to determine if the grade is considered "earned" or "unearned". This date may also be used to calculate the percentage of aid earned during a semester.