

NDU-AA Instruction 5.10

NDU Policy on Grades

Grade Scale

Credit Bearing Courses

NDU's standard grade scale is based on a standard 4.0 grade scale without a grade of "D" for credit bearing courses. Pass or Fail grades may be awarded for designated courses according to University policy. The following grades are approved for use in the determination of course grades:

Letter Grade	Descriptor	Grade Points
A	Exceptional Quality	4.00
A-	Superior Quality	3.70
B+	High Quality	3.30
B	Expected/Acceptable Quality	3.00
B-	Below Expected Quality	2.70
C	Unsatisfactory Quality	2.00
P	Pass	0.00
F	Fail/Unacceptable Level of Achievement	0.00

Non-Credit Bearing Courses

For students enrolled in non-credit or audit courses the grading is based on a Pass versus Fail scale. The following Pass-Fail grades are approved for use in the determination of course performance:

Grade	Descriptor	Grade Points
P	Pass	0.00
F	Fail	0.00

Other Grade Symbols or Notations

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average:

Grade Symbol	Descriptor	Grade Points
I	Incomplete	0.00
W	Withdraw	0.00
TR	Transfer Credit	0.00

Incomplete (I)

Incomplete will only be assigned upon approval of the course instructor and the Dean of Academics from the student's respective College. An Incomplete indicates that one or more requirements of a course have not been completed for reasons which in the judgment of the course instructor were unavoidable. A student must initiate the request for an Incomplete with the course instructor. The student and the instructor will specify in writing the requirements to be completed and the deadline for completion (which may not exceed two semesters). Upon completion of the outstanding requirements, a student must initiate the request with the instructor to change an Incomplete to the appropriate letter grade. An Incomplete must be

resolved within two academic terms. Any unresolved incomplete will be automatically converted to an F.

Withdraw (W)

Course Withdrawal

Withdrawal from a course, after a course has commenced will only be assigned by the University Registrar upon the approval of the Provost. The withdrawal request must receive the approval of the Dean of Academics from the student's College prior to submission to the Provost. The withdrawal may also require the approval of the student's sponsoring/parent organization.

Program Withdrawal

Withdrawal from a program prior to completion will only be assigned by the University Registrar upon the approval of the Provost. The withdrawal request must receive the approval of the Dean of Academics from the student's College prior to submission to the Provost. The withdrawal may also require the approval of the student's sponsoring/parent organization.

Disenrollment

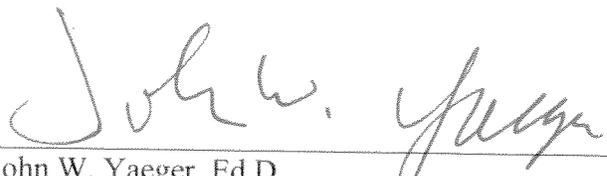
Disenrollment from a program or course is the removal of any enrolled student from a course or program before completion. Disenrollment is an institutionally initiated process based on personal misconduct, academic misconduct, or academic deficiency (See NDU Academic Policy 5.12 Student Disenrollment). Disenrollment will result in the posting of an F for each enrolled course. Disenrollment may result in a transcript annotation "student was disenrolled".

Transfer Credit (TR)

Transfer Credits will only be assigned in accordance with the NDU Academic Policy for Transfer Credits. The acceptance of transfer credits is at the discretion of the University and the maximum number of hours allowed to transfer is six semester hours.

Grade Assignment

NDU utilizes a holistic assessment and evaluation process to facilitate intellectual and leadership development. Throughout an academic cycle, students are evaluated on their academic performance, including contributions in the classroom and written assignments. The evaluation process is focused on providing students with substantive feedback to facilitate their intellectual and leadership development. The faculty are responsible for the assessment and evaluation of students in all courses.



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