

**SUBJECT:** Course and Grading  
**REVIEWED/REVISED:** 07/2015; 9/2022; 12/2023  
**PURPOSE:** To ensure consistent awarding of course grades throughout the College.  
**POLICY OWNER:** Vice President, Academic Affairs

**POLICY:**

The grading system at Nebraska Methodist College is as follows:

Symbol	Quality Points	Percentages
A+	4.0	96-100
A	4.0	90-95
B+	3.5	86-89
B	3.0	80-85
C+	2.5	76-79
C	2.0	70-75
D	1.0	60-69
F	0.0	<60
WF	0.0 (withdrawal after deadline)	

NR	Not Reported	*
CR	Credit	*
NC	No Credit	*
S	Satisfactory (must be equivalent to a grade "C" or better for undergraduate courses, a grade "B" or better for graduate courses)	*
U	Unsatisfactory	*
I	Incomplete	*
AU	Audit	*
W	Withdrew	*
WIP	Work in Progress	*
WX	Administrative/Medical/Compassionate Withdrawal	*

\*Not used in calculating grade point averages.

Every undergraduate course uses the "70" mark as the minimum grade required for passing the course as a whole. However, certain assignments within a course may carry additional requirements that are more stringent (e.g., a required minimum "75" on all tests), and are determined at the discretion of the instructor(s). Students must meet all requirements of the course at the level determined by the instructor(s) in order to successfully complete the course.

**Certificate and Undergraduate Students:** A grade of unsatisfactory or a letter grade less than "C" in any course is unacceptable and the course must be repeated. See specific course grading policies in program handbooks.

**Graduate Students:** Students in a graduate program must maintain a cumulative GPA of 3.0. A student receiving a course grade of "C" for the first time will receive credit for the course. A student receiving a course grade of a "C" or "unsatisfactory" for the first time in a practicum or fieldwork course will need to retake the course. A grade below a "C" or "unsatisfactory" for the first time in any other course will need to retake the course. Graduate programs may have specific courses that have a minimum grade of "B" or higher.

All required course work for a Graduate degree must be completed within six calendar years from the program matriculation date, unless otherwise specified by program.

## Cumulative Grade Point Average

Cumulative grade point average (CGPA) is computed based on final course grades. The CGPA is not affected by "S", "U", "AU", "CR", "NC", "NR", "I", "W", "WX" as defined above. When a student repeats a course, the higher grade point average for the course will be computed in the CGPA. Both grades will appear on the official transcript. Each letter grade equals the quality points per credit hour as shown above.

The Registrar will compute the cumulative grade point average (CGPA) based on quality points and credit hours earned for courses completed after matriculation to this campus. Only courses in which quality points are assigned are computed in the CGPA. The CGPA is computed by dividing total quality points earned by total credit hours attempted in didactic class work.

## Course Incomplete

An "I" is given to a student who has substantially completed a course, but who, as a result of serious illness or other justifiable cause, cannot complete all requirements of the course by the end of the term. The "I" is not granted to a student who has been excessively absent during the term or who has simply failed to complete the work of the course before the end of the term without an exceptionally good reason. The student faced with extenuating circumstances that prevent satisfying course requirements according to the established schedule, must contact the instructor(s) in the course. The instructor(s) reviews the situation and agrees or disagrees with the student request.

If a faculty member agrees, the student and the instructor(s) will complete and endorse an Incomplete Approval Form (available from the Registrar) detailing the requirements and completion timeline of the course. This agreement will specify the final grade to be assigned if course work is not completed by the deadline specified. The instructor(s) will forward the agreement to the appropriate Program Director/Academic Dean (Program Director cannot provide final approval if teaching the course) for final approval. Upon approval, the instructor(s) will provide the student, and Registrar and academic advisor with a copy of the Incomplete Approval Form.

The responsibility for completing all coursework rests with the student.. If the student has not completed the necessary requirements by the designated deadline to finish the course, the instructor will assign the final grade as agreed to in the Incomplete Approval Form. The **maximum time** allowed for clearing a grade of "I" is one year from the start date of the course. The student must be passing the course at the time of the request for the incomplete. Completion of the course material should occur within one month after the last day of class if possible. When the course is completed, a Change of Course Grade Notice must be filed.

## Change of Course Grade

A permanently recorded grade may be changed by the instructor(s) who assigned it or, in case of change of personnel, by the appropriate Academic Dean.

If a student believes a grade is recorded incorrectly, it is the responsibility of the student to notify the course instructor(s) **within 30 days** of receipt of the grade report from the Registrar. If a change in personnel has occurred, a student should contact the appropriate Academic Dean. Evidence should be reviewed. If a grade change is indicated, a Change of Grade Notice is initiated by the instructor(s), forwarded for appropriate signatures and then entered in the student's permanent record by the Registrar. The Registrar replaces the course grade with the corrected grade.

## **Repeating Courses**

When certificate or undergraduate students have an unsuccessful academic experience resulting in a final course grade of "D" or "F," students may be allowed to repeat the course depending on the progression policy of the program. However, the initial grade remains on the official transcript. If a student is granted special permission to repeat a course at an institution other than NMC, the highest grade for that course will be calculated into the student's semester grade point average and cumulative grade point average. Probation/suspension/dismissal policies will apply if the student is not successful. The student is responsible for having official transcripts forwarded to the Registrar within thirty (30) days of course completion.

When graduate students have an unsuccessful academic experience resulting in a final course grade of "C," "D," "F" or "U," students may be allowed to repeat the course, depending on the academic standing of the student and progression policy of the program.