

A
C
A
D
E
M
I
C

R
E
Q
U
I
R
E
M
E
N
T
S

&

R
E
G
U
L
A
T
I
O
N
S



ACADEMIC REQUIREMENTS AND REGULATIONS

GRADING SYSTEM

Letter grades will be assigned for all courses for which students have registered as follows:

A — Excellent	W — Withdrawal
B — Good	I — Incomplete
C — Average	AU — Audit
D — Poor	
F — Failure	

Satisfactory grades are A, B, and C. Although D is a pass, it is not considered as satisfactory work. Students must hold a C average to graduate. The Associate Degree Nursing, Practical Nursing, and Emergency Medical Services Programs are governed by separate grading policies.

A grade of W is assigned to all students who officially withdraw. A grade of W will not be used in computing the student's semester grade point average.

Failure to officially withdraw results in a grade of F.

A grade of F will be assigned to a student who fails to meet the requirements of a course.

If a grade of I (Incomplete) is granted by an instructor, the student must complete the course in the following semester. If the student fails to complete the course during the following semester, the Incomplete automatically becomes an F.

A student who wishes to audit a course must have the permission of the instructor concerned. Students enrolling as auditors follow the regular admission and registration procedures and are governed by the regulations applied to regular students. An auditor pays the regular course fees, but is not required to participate in class discussions, take tests, make reports, and take the final examination and does not receive credit. The auditor is listed on the class roll and receives Audit on the final grade report. Students may change from Credit to Audit or from Audit to Credit only during the "Drop-Add" period at the beginning of the semester but may not change thereafter.

COURSE CANCELLATION

The College reserves the right to cancel courses when courses do not meet minimum enrollment requirements. College staff will notify students that the class has been cancelled and that the student will need to revise his/her schedule. If the student does not change his/her schedule, College staff will drop the student from the cancelled course.

COURSE FORGIVENESS

It is the student's responsibility to request course forgiveness. Course forgiveness is implemented when a student repeats a course and the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the cumulative grade point average. The grade point average

during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, all grades for the course (excluding the first grade) will be used in computing the cumulative grade point average. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

It is the student's responsibility to request of the registrar that the forgiveness policy be implemented.

NOTE: STUDENTS SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING REPETITION OF COURSES

ACADEMIC BANKRUPTCY

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the registrar/records official.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

QUALITY POINTS

To evaluate the academic standing of students, the following quality points are assigned to grades:

- A — 4 quality points per hour
- B — 3 quality points per hour
- C — 2 quality points per hour
- D — 1 quality point per hour
- F — 0 quality points per hour

The student’s academic standing or quality point average is obtained by dividing the total number of quality points by the total number of attempted semester hours for which the grades of A, B, C, D, or F are assigned. A course repeated is counted as many times as such grades are recorded.

GRADUATION REQUIREMENTS DEGREES AND CERTIFICATES

NACC is authorized to award the Associate in Arts (AA) Degree, Associate in Science (AS) Degree, Associate in Applied Science (AAS) Degree, Certificate (CER), CTE Short Term Certificate (STC) and the General Education Short Term Certificate (STC). A student will be considered a graduate upon satisfactory completion of the requirements of the specific program. A student must:

1. Earn a 2.0 cumulative grade point average in all courses attempted at the institution. A course may be counted only once for purposes of meeting graduation requirements.
2. Complete at least 25 percent of the semester credit hours counted for the degree or certificate at NACC.
3. Have the approval from the chief academic officer indicating the student has obtained satisfactory completion of the requirements of the specific program.

A student is not required to pay graduation fees or participate in commencement ceremonies in order to be designated as a graduate on the transcript. Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the institution.

ACADEMIC HONORS: UPON GRADUATION

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

- Graduation with Honors
(or *Cum Laude*)..... 3.50 to 3.69 GPA
- Graduation with High Honors
(or *Magna Cum Laude*)..... 3.70 to 3.89 GPA
- Graduation with Highest Honors
(or *Summa Cum Laude*) 3.90 to 4.00 GPA
- Graduation Honors for Other Formal Awards
(Diploma or Certificate)
Graduation with Distinction 3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at the college conferring the degree or other formal award.

