




National University of Health Sciences General Policies

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President 	Date	10/2/20		

POLICY STATEMENT

The grading system at National University of Health Sciences is designed to:

- Provide academic incentive
- Reward achievement of cognitive levels of learning and clinical skills competence
- Encourage professionalism
- Assist in identifying students with academic problems

As different courses lend themselves to different evaluation procedures, individual course managers or their designee have the responsibility for explaining their method of evaluating academic achievement in each course or laboratory. At the end of each trimester, course managers provide the Registrar with a grade report indicating the level of the student's achievement in the course or laboratory. This final trimester grade is determined from the student's performance in a combination of the final examination, midterms, laboratory examinations, quizzes, peer and self-evaluations, assignments, classroom and laboratory work, participation in and contribution to class and group discussions, attendance, decorum, and professionalism.

All courses must be completed with a passing grade before academic credit for the course can be applied as completed pre-requisite coursework for another course.

Regular Grades

- The grade of **A** indicates achievement of distinction. It is earned by those students who demonstrate exceptional interest in and mastery of the subject matter, who display initiative and creativity as well as superior insight in analyzing and synthesizing subject matter, and who manifest exceptional ability in integrating and applying this knowledge.
- The grade of **B** connotes evidence of intelligent fulfillment of course requirements. It is earned by those students who demonstrate marked ability to communicate and apply more than merely the basic elements of the course, whose initiative reveals unusual ability to generalize about course material, and who display a marked degree of independence.

- The grade of **C** indicates satisfactory grasp of course content. It is earned by those students who can apply and express basic concepts intelligibly, and who have shown no measurable deficiency in meeting requirements of the course work.
- The grade of **D** indicates only passable achievement in course work and indicates areas in basic course content where the student is deficient. It is earned by those students who have fulfilled no more than the minimum requirements of the course, thus making a failing grade unwarranted.
- The grade of **F** indicates deficiency in elements of the course to an extent that completely impairs the student's understanding of the course content.

Awarding of Regular Grades is done on a 10-point scale as follows:

<u>Percentage of Points Earned</u>	=	<u>Letter Grade</u>
○ 90% - 100%	=	A
○ At least 80% but less than 90%	=	B
○ At least 70% but less than 80%	=	C
○ At least 60% but less than 70%	=	D
○ Less than 60%	=	F

In addition to the regular grades of A, B, C, D and F, the following irregular grades may be used.

Irregular Grades

- The irregular grade of **AU** indicates that the auditing of a course or laboratory has been completed. No credits or clock hours are granted.
- **The "I" Grade** An Incomplete Grade ("I") is a grade that may only be awarded toward the end of a term. When all but a minor portion of the coursework needs to be completed, the student has potential for passing the course, and has a documented reason beyond his/her control (such as serious illness or military service) for not completing the work on schedule, then the conditions are suitable for the instructor to assign an "I" grade. However, replacing the "I" with a final course grade requires satisfactory completion of the course. The student and instructor must discuss the terms for completing the course, and agree to specific requirements. These requirements must be clearly set forth in the ***Incomplete Grade Contract Form***. The course instructor shall complete this form as a contract with the student. It must specify the coursework to be finished before replacing the "I" grade with a final grade; a binding deadline to complete the work; and how the student's course grade will be calculated. Both the instructor and student must sign this agreement and retain a copy for their records.
- The irregular grade of **K** signifies that the student has received National University credit for a course or laboratory by having presented evidence to the satisfaction of the appropriate dean of having satisfactorily completed at another institution a course equivalent in content and quality.
- Some courses at National University of Health Sciences have as their objective the development of a student's competency that does not lend itself to the

refinements of quantification identified with the regular grades of A, B, C, D, and F. Thus, a student is judged by the instructor to be competent or incompetent. Competency is indicated by the award of the grade **S**. Incompetency is indicated by the grade **U**.

- The grade of **S** indicates the student has earned a minimum of 70% of points available in the course.
- The irregular grade of **W** signifies an authorized withdrawal from a course and will be counted in the attempted hours but is not calculated in the GPA.
- The irregular grade of **WX** signifies an unauthorized withdrawal from a course by a student whose work is unsatisfactory and will be calculated into both the attempted hours and GPA.

Grade Point Average

A student's level of achievement is evaluated through a grade point average (GPA). This is an average of the student's grades that gives proportionate weight to individual courses on the basis of the credit hours (trimester credits) assigned to them. Course and laboratory credit values at National University range from .25 to 18 credit hours. The GPA is computed in the following manner:

- A grade of A is valued at 4 grade points; B = 3; C = 2; D = 1; I = 0; and F = 0.
- The number of grade points for the grade of each course is multiplied by the respective trimester course or laboratory credit hours to arrive at a number of quality points.
- The quality points are calculated for each course. The quality points for each course are summed.
- This sum is divided by the sum total of the trimester credit hours attempted. The resulting quotient is the GPA of the student for that trimester.

The cumulative grade point average (CGPA) indicates the level of achievement in all courses attempted as of the last trimester in which the student received grades.

The GPA is the basis for identifying those students to be placed on the Dean's List and the Honor Roll. The CGPA is a basis for identifying those students to be awarded degrees with distinction. Courses that are graded on a satisfactory/unsatisfactory basis, although they have trimester credit value, are not included in the calculation of either the GPA or the CGPA. The GPA and CGPA calculation involving repeated courses uses the grade received last. The initial and repeat grades for a repeated course are not averaged.