

Grading System—Manchester Community College—Manchester, NH

Grading Details: <http://www.mccnh.edu/academics/academic-policies/item/1438-grading>

Students are assigned grades based upon evaluations of their work. Grades are given at the end of each semester and are based on criteria listed on an individual instructor's syllabus, but generally include quizzes, tests, projects, papers, and participation. Standards for grades are listed below.

Letter Grade	Numerical Grade	Grade/ Quality Points
A	93.33-100.00	4.0
A-	90.00-93.32	3.7
B+	86.67-89.99	3.3
B	83.33-86.66	3.0
B-	80.00-83.32	2.7
C+	76.67-79.99	2.3
C	73.33-76.66	2.0
C-	70.00-73.32	1.7
D+	66.67-69.99	1.3
D	63.33-66.66	1.0
D-	60.00-63.32	0.7
F	Below 60.00	0.0
AF	Administrative Failure	0.0
I	Incomplete	0.0
W	Withdraw	0.0
WP	Withdraw Passing	0.0
WF	Withdraw Failing	0.0

Explanation of Grades: AF, I, W, WP, WF

W: Student initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course). Does not affect GPA.

WP: Student initiated withdrawal from a course after the drop deadline (60% of the course) when the student has a passing grade at time of drop, as determined by the instructor. Does not affect GPA. WP can be assigned up to 10 days prior to the beginning of the final exam period.

WF: Student initiated withdrawal from a course after the drop deadline (60% of the course) when the student has a failing grade at time of drop, as determined by the instructor. Calculates in GPA as an "F." WF can be assigned up to 10 days prior to the beginning of the final exam period.

AF: Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance—e.g., failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as an "F."

I: Incomplete grade. Indicates that a student has not completed a major course assignment due to extraordinary circumstances. Not used to give an extension of time for a student delinquent in meeting course responsibilities. The "I" grade is not calculated into the GPA. However, all work

must be completed by the end of the third week of the following semester or the grade defaults to an F. See *Incomplete Grades*.

Incomplete Grades

An Incomplete Grade (I) indicates that a student has not completed a major course assignment (*usually a final exam or culminating final assessment*) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. *It is not used to give an extension of time for a student delinquent in meeting course responsibilities.* The work must be completed by the student through formal arrangement with the instructor no later than:

- the end of the third week in the spring semester for a grade issued in the fall semester;
- the end of the third week in the fall semester for a grade issued in the summer term;
- three weeks from the earliest start date of the summer term for a grade issued in the spring semester.

When an Incomplete grade is issued by a faculty member, an Incomplete Contract must be completed and be signed by the faculty member, the student, and the Office of Academic Affairs.

Should the student fail to complete the work within the designated period, the grade will automatically become an F. Exceptions to the above deadlines may be made by the Vice President of Academic Affairs or his/her designee.

“I” grades will not be included in the computation of the Grade Point Average. An “I” grade may affect a student’s financial aid. Students should contact the Financial Aid Office for further information.

Grade Changes

If an instructor deems it necessary to change a student’s grade, a Grade Change Form must be submitted to the Registrar’s Office. Grade changes will only be allowed until the end of the semester following the assignment of the original grade.

Dropping a Course

Before officially dropping a course, the student should first discuss the matter with the Instructor. If, after discussing the matter with the instructor, the student decides to drop, an **ADD/DROP** form must be completed by the student, signed by both the instructor and student, and submitted to the Registrar’s Office. The form can be obtained from the Registrar’s Office or from the college website www.mccnh.edu or the Running Start Coordinator. Simply ceasing to attend classes or notifying the instructor does not constitute officially dropping a course.

See above for guidelines (1st page) for assigning a W, WP, WF on the Drop Form.

When there are fewer than 10 class days remaining to the beginning of the final exam period, students will receive an appropriate grade other than WP or WF, and that grade will be computed on the transcript in the student’s grade point average.

NOTE: The MCC timeline for dropping a course is specific to classes that meet 16 weeks. Any class that meets fewer or greater than 16 weeks will follow a prorated timeline.