



## GRADING SYSTEM

### Undergraduate Grading System

Percentage	Grade Point	Grade	Grade Description
90%-100%	4.0	A	Outstanding
80%-89%	3.0	B	Above Average
70%-79%	2.0	C	Competent
60%-69%	0.0	D	Not Proficient (no credit)
Below 59%	0.0	F	Not Passing (no credit)

### Graduate Grading System

Percentage	Grade Point	Grade	Grade Description
90%-100%	4.0	A	Outstanding
80%-89%	3.0	B	Above Average
70%-79%	0.0	C	Not Proficient (no credit)
60%-69%	0.0	D	Not Proficient (no credit)
Below 59%	0.0	F	Not Passing (no credit)

**\*A final course grade of “Not Proficient” or “Not Passing” is not sufficient to earn credits toward a degree. Courses can only be taken twice to earn credits toward a degree.**

## GRADE OF “I” (INCOMPLETE)

A grade of “I” (Incomplete) may be granted under exceptional and rare circumstances if (a) a student can provide a compelling rationale, and (b) the student has successfully completed and passed at least the project or the final exam, and (c) the student is not on probation. Students must request the “Incomplete” from the appropriate Instructor, who will obtain approval from the Academic Dean to determine whether the Incomplete is warranted. Students must resolve an Incomplete within 90 days. All incomplete work must be resolved by the end of the subsequent term, or the grade will revert to an F.

## ADD/DROP PERIOD

The official Add/Drop period is seven (7) calendar days from the official start date of the term.

## GRADE OF “W” (COURSE WITHDRAWAL)

The course withdrawal period is weeks 1-6. Students seeking to withdraw from a course within the first six weeks may notify the University in any manner – a written withdrawal, or submission of a course withdrawal form is preferred. Students seeking to withdraw from their academic program may notify the University via a written request to withdraw made to the Advisor or Registrar. Students may also contact Student Services at 1-385-200-9350 and ask for the Office of the Registrar.

If a withdrawal is requested after the withdrawal period, a withdrawal may be granted per the exception process. If a student fails to withdraw within the withdrawal period, fails to receive a withdrawal exception, or fails to complete the course, a grade for the course will be posted.

An undergraduate student may withdraw from a course and take a “W” grade a maximum of six (6)



times, and graduate student may withdraw from a course and take a “W” grade a maximum of three (3) times over the course of the entire BU program (including re-enrolling after separation from the University for any reason). Exceptions to this withdrawal limit for both undergraduate and graduate students include courses dropped during the Add/Drop period and courses taken at other institutions.

Once a student’s total number of “W” grades reaches the maximum, any subsequent Request for Course Withdrawal will be denied. Therefore, the student will remain enrolled in the course(s) and will receive a final grade.

Exceptions to this policy will be considered for extenuating circumstances, such as a documented medical condition or military deployment. These circumstances should be explained and documented on the Request for Course Withdrawal form on the website.

A student may not withdraw from a course once s/he has submitted a performance assessment for grading (project, portfolio, essay, etc. without approval) or has taken a final examination. Otherwise, an undergraduate student may withdraw from a course and take a “W” grade a maximum of 6 times, and a graduate student may withdraw from a course and take a “W” grade a maximum of 3 times over the course of the entire NCU program (including re-enrolling after separation from the University for any reason). Exceptions to this withdrawal limit for both undergraduate and graduate students include courses dropped during the Add/Drop period and courses taken at other institutions.

Once a student’s total number of “W” grades reaches the maximum, any subsequent Request for Course Withdrawal will be denied. Therefore, the student will remain enrolled in the course(s) and will receive a final grade.

Exceptions to this policy will be considered for extenuating circumstances, such as a documented medical condition or military deployment. These circumstances should be explained and documented on the Request for Course Withdrawal form. Please contact the Advisor to request a course

## GRADUATION REQUIREMENTS

Associate’s degrees require the completion of 60 credits: 30 credits in general education (10 courses) and 30 credits in the major (10 courses). Up to 45 credits (15 courses) can be awarded through a combination of transfer and equivalency credit, and/or credit by examination.

Bachelor’s degrees require the completion of 120 credits. Up to 90 credits (30 courses) can be awarded through a combination of transfer and equivalency credit, and/or credit by examination.

Master’s degrees require completion of 36 credits (12 courses). Up to 18 credits (6 courses) can be awarded through a combination of transfer and equivalency credit. Credit by examination does not apply to graduate programs.

Students should file an Application for Graduation form no later than 60 days prior to graduation. Students must be in good financial standing to graduate. Degrees are conferred during the month following the completion of all degree requirements. Students must attain a minimum cumulative grade point average (GPA) of 2.00 for undergraduate students or 3.00 for graduate students to meet graduation requirements.

Please contact your Student Advisor or the Registrar’s Office to request an Application for Graduation or visit the University website for the application link.