

# NECC

Northern Essex Community College

# ACADEMIC POLICIES & PROCEDURES



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# Academic Policies & Procedures

Academic standards have been established at Northern Essex Community College to help students attain understanding, competence and excellence.

## GENERAL POLICIES

### Absence for Religious Reasons

Students who, due to religious beliefs, are unable to attend classes or to participate in any examination, study or work requirements on a particular day, shall be excused from any such examination or study or requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which they may have missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the institution for making available to said students such opportunity. No adverse or prejudicial effects shall result to students for availing themselves of the provisions for an absence for religious reasons in accordance with Chapter 375, General Laws of the Commonwealth of Massachusetts.

### Academic Ethics and Plagiarism

Plagiarism is a very serious violation of academic ethics and the NECC Student Code of Conduct. The college expects all students to maintain high standards of academic honesty and integrity.

Plagiarism is defined by the College to be the use of any other person's research, images, words or ideas as though they were your own, without giving appropriate credit to the original source. If a student uses another person's research, images, words or ideas he/she must give credit to the original source through proper citation (consult the instructor about this requirement), regardless of whether the use is a direct quote, or it is incorporated into his/her own work.

Instructors are required to provide students with a clearly written definition of plagiarism applicable in their discipline as part of the course syllabus that they provide during the first two weeks of each course.

Plagiarism may range in severity from unintentional omission of credit, to intentional, dishonest representation of borrowed work as one's own. In most cases, plagiarism will be dealt with by the faculty member in charge of the course, and students will be sanctioned according to the severity of the offense.

Students' academic offenses, as outlined in the Regulations Governing Student Conduct (see Student Code of Conduct at [www.necc.mass.edu/collegepolicies](http://www.necc.mass.edu/collegepolicies)), are usually handled by faculty members and/or their supervisors, with the procedural protections mentioned in the Regulations Governing Student Conduct.

Students are responsible for understanding what plagiarism is in each of their classes. The college's definition and that of their instructor will be used as a criterion against which all plagiarism allegations will be judged. Instances of plagiarism will be addressed first by the instructor who discovers, or is made aware of, the incident. Instructors must discuss the evidence of plagiarism with the student prior to taking action. Instructors who take action as a result of a plagiarism incident may report such action to the vice president of academic affairs. There shall be a range of penalties at the discretion of the instructor which may extend to a recommendation to the vice president of academic affairs for expulsion from the College. The vice president of academic affairs may take disciplinary action against students who are reported for plagiarism.

Students have a right to file a grievance if they feel that the action taken in the alleged plagiarism case discriminated or abrogated their individual or student rights. Students may contact the vice president of enrollment management and student services office for detailed information regarding the Board of Higher Education's Student Grievance Procedures.

### Attendance and Participation (NP Policy)

For classroom, laboratory, videoconference, and clinical courses, students are expected to attend each meeting of each class in which they are enrolled. For online courses, students are expected to participate at a level acceptable to the instructor. In every case, the class instructor has full and final authority to decide whether a student is permitted to make up work missed through absence or lack of participation, and on what terms. Attendance and participation policies are noted on each course syllabus.

Faculty have the academic authority to remove students from their class for nonattendance or non-participation. A non-participating (NP) student is one who has excessive absences, has missed quizzes, tests or papers, or otherwise has failed to meet the participation standard clearly delineated in the course instructor's syllabus.

An NW grade is assigned when non-participating students are removed from a class. Although the NW grade is not included in students' grade point average, it may have other adverse consequences.

A student may be removed from a course for inappropriate classroom behavior that is in clear violation of the student code of conduct published in the *Student Code of Conduct and NECC Policies & Procedures* (see [www.necc.mass.edu/collegepolicies](http://www.necc.mass.edu/collegepolicies)). Faculty must follow notification procedures as prescribed in the code and should not use the NP Policy for this purpose.

## Home Schooling Policy

All home school students, without a high school diploma or GED, are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state. If a home schooled student has not completed an approved home school program, then the student will not be eligible to enroll in a degree or certificate program until he/she has taken and passed a federally-approved Ability-to-Benefit Test.

To determine whether a student has participated in an approved home school program, the student shall submit, with the application for admission, evidence that the home school program was approved by the student's school district's superintendent or school committee. Additionally, if the home schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home school program before the age of sixteen (16).

The College reserves the right to limit or deny enrollment of any student under the age of sixteen (16) in a course of program based on a case-by-case consideration of a variety of factors, including but not limited to: the

student's maturity, life experience, placement test scores, prior education, course content, instructional methodology, and potential risks associated with participation in a particular course or program.

## Mandatory Assessment and Planned Course Placement

### ACADEMIC ASSESSMENT POLICIES

Academic Assessment at NECC is defined as a test of a student's abilities in reading, writing, math, and English as a Second Language (ESL).

The Massachusetts Board of Higher Education mandates that all students entering state colleges must complete an assessment in order to determine basic skills levels for course placement. Based on assessment results, a student may be required to initially enroll in one or more Developmental or ESL courses in order to prepare for college level course work.

Assessment and planned course placement are required for students who meet one or more of the following criteria:

- Students enrolling in a degree or certificate program (matriculated students)
- Students enrolling in the following courses: English Composition I; college level math; Developmental reading, writing, and math; ESL; all courses with numbers beginning with zero; and all other courses with entrance level skills requirements. Please refer to the course description to determine if an assessment is required for a particular course
- Non matriculated students will be allowed to register for up to six credits, prior to assessment (with the exception of those courses listed above.)

### EXPIRATION OF ASSESSMENT RESULTS

Reading, writing, ESL, and math course placements are valid for three years. However, it is strongly advised that students complete their first math course during their first year of enrollment.

### ASSESSMENT WAIVERS

Students with prior college credits or SAT scores may be eligible for a partial or full waiver of the Assessment. Waivers are granted based on review of transcripts. Contact the Assessment Office, at 978-556-3872 to inquire about the waiver process.

## **ASSESSMENT METHODS**

Reading and math assessments are administered with the Computerized Placement and Testing System (CPT) using Accuplacer. Writing Assessments are administered through a written essay on an assigned topic. Students who apply for enrollment in English Language courses will be assessed with specialized tests for reading, writing, grammar and communication.

## **SPECIAL ACCOMMODATIONS FOR ASSESSMENTS**

Students with documented disabilities should contact the Learning Accommodations Center to arrange for special accommodations well in advance of their assessment date.

# **GRADUATION, PROGRAM AND COURSE POLICIES**

## **Academic Residency Requirements**

A minimum of 24 credits of course work for an associate degree program, and 12 credits of course work for a certificate program, are required in order to fulfill residency requirements. CLEP and CLL credit cannot be used to fulfill residency credit. In addition, students must be currently enrolled and matriculated at the time they are fulfilling their residency requirements.

## **Adding a Course**

A course for which a student did not register may be added to the student's schedule on a space available basis. A student who wishes to add a course must complete the Add portion of the College's Registration Form available from the Registrar. An advisor's signature is required if the student is registering for more than two courses or an English or Math course. Exact days, times and procedures for adding a course are published by the Registrar at the beginning of each fall, spring or summer session and are noted in the Academic Calendar.

## **Additional Associate Degrees or Certificates**

Students may seek an additional associate degree or certificate by being accepted for matriculation into an additional program either while enrolled in or after graduating from their current program. Students must submit either an Action or Dual Major Form which are available at the Career

Planning and Advising Center or Enrollment Services.

To qualify:

- Students must satisfy graduation requirements.
- Students must satisfy all of the specific program requirements.
- Those with an NECC associate degree must complete a minimum of 15 credits at NECC beyond the most recent associate degree to earn an additional associate degree; and 9 credits at NECC beyond the most recent associate degree to earn a certificate.
- Those with an NECC certificate must complete a minimum of 15 credits at NECC beyond the most recent certificate to earn an associate degree; and 9 credits at NECC beyond the most recent certificate to earn an additional certificate.

## **Auditing a Course**

Students may audit a course for no course credits by electing to enroll and attend a credit course for self-improvement or individual interest, without the responsibility of fulfilling academic assignments. An Audit Request Form, available from the Registrar, must be completed during the first twenty (20) calendar days after the start of the semester.

Enrollment of auditors in courses is subject to the approval of the vice president of academic affairs or Registrar Representative and the individual faculty member concerned. An audit grade CANNOT be changed to a regular course grade. Tuition for an audited course is the same as a regular course.

## **Change of Major/Program**

Change requests must be received with the written approval of an academic advisor, a department chair/coordinator of the program to which the student seeks to be admitted, or a faculty advisor.

## **Course Loads**

Students are responsible for knowing what courses are required in their curriculum and for meeting all other academic requirements.

Students are encouraged to take the number of courses they believe they can manage with good performance. Note, however, that omitted courses or their equivalent should be taken in summer session in order to graduate in two years.

Students may request to take more courses in one semester than the suggested schedule if they have attained a QPA of 3.00 or higher at Northern Essex and have the approval of their advisor. Final registration approval will depend on the availability of course seats.

## Course Pre-requisites

If students do not have the necessary pre-requisite for a course in which they wish to register, it is necessary to obtain permission from the area assistant dean or coordinator of the academic department/program which offers the course. Approved waivers must be on file with the Registrar prior to the 5th day of each semester or the student will be dropped from the course.

## Courses Taken at Another College while Enrolled at Northern Essex Community College

A student may request permission to take a course at another college while enrolled in a degree or certificate program at Northern Essex.

The forms are available at Enrollment Services. Grades for courses transferred from another college are not computed in the QPA average at Northern Essex. Approval is subject to the following: students must

- Meet all Academic Residency Requirements (see NECC website)
- Meet all conditions prescribed in the student's academic program requirements
- Provide Northern Essex with a detailed description of the course
- Receive written approval from the appropriate program coordinator and Enrollment Services before taking the course at another college
- Earn a grade of C or better in the course and provide NECC with an official transcript upon completion of the course

## Directed Studies Courses

In order to provide for a unique, highly individualized course of study for a single student, or a relatively small number of students, each academic department/program in the college offers Directed Studies courses. Such courses are designed to provide further study through directed read-

ings, directed research projects or seminars, or special class work related to research in a specific subject. Each Directed Studies course is usually initiated in response to student interest, is limited to 5 or fewer students and should not be confused with a Special Topics course.

## Dropping a Course

Students may drop (withdraw from) a course anytime during the semester in accordance with this policy and the respective dates listed in the College Academic Calendar. To drop a course students must complete the Drop portion of the Registration Form, and submit the form to the Registrar for processing. Before dropping a course, students should consult with their academic advisor and also inform the instructor of the course that they are dropping the course. Students who are enrolled (matriculated) in a program and plan to drop ALL their courses and discontinue their studies, should officially withdraw from college. The following withdrawal grades are assigned when a course is dropped:

**Period 1:** No withdrawal grade is assigned and the course is deleted from the registration record if a course is dropped during the official "drop and receive a refund" period. The present refund period is defined as the first fourteen calendar days for a full semester course, and for courses meeting eight weeks or less, the period of time prior to the third class meeting. For specific information about refunds, refer to the Refund Policy.

**Period 2:** A "W" withdrawal grade, which is non-punitive, is assigned to a course that is officially dropped after the end of the course's refund period through the date specified in the current Academic Calendar. For regular semester courses a "W" grade is assigned if a course is dropped through the tenth Friday of the semester. For courses meeting eight weeks, a "W" is assigned if dropped through the fifth Friday. Note: A "NW" non-participation grade is assigned if the student is dropped for non-participation by the course instructor.

**Period 3:** A "FW" withdrawal grade which is non-punitive is assigned to a course that is officially dropped after the "W" period ends as specified in the Academic Calendar, but prior to the start of final examination week. Note: A "NW" grade is assigned if the student is dropped for non-participation by the instructor.

*Students may not drop a course after Period 3 ends. Students who drop all of their courses will be considered to have Withdrawn from the College, and if matriculated, their program of studies. Students who were matriculated in a program will have to reapply for program admission per the*

*Withdrawing from College policy. In addition, grades will be assigned in accordance with dates specified in the Academic Calendar and per college policy. Note: All "W" type grades (see Grading System) currently carry no earned credit or quality points, but do appear on student transcripts.*

The length of a Drop/Add period for accelerated or extended courses or sessions may vary, but is equivalent to the above mentioned policy, and posted accordingly. Exceptions to these policies may be made only by the vice president of academic affairs. Consult the Academic Calendar for dates relative to dropping a course. Academic Calendars are published each semester and are available from the Registrar.

## Full-time Status

A student must carry 12 credits to be considered full-time.

## Graduation Requirements

Northern Essex Community College awards Associate Degrees in Arts and Sciences, and certificates to all qualified students at commencement exercises for each class. In order to receive this award, students must meet the following criteria:

- Completion of all required courses in a curriculum with a passing letter grade, or with the minimum letter grade specified for that course
- Completion of the number of credit hours prescribed by a particular curriculum
- Completion of the final year of course work and a minimum of 24 credit hours of course work at NECC in order to qualify for a degree, and a minimum of 12 credits of classroom work to qualify for a certificate
- Attainment of a cumulative quality point average (QPA) of 2.00 or higher
- Completion of the petition for graduation with fee prior to deadline date as prescribed in the Academic Calendar
- Payment of all financial obligations at the college
- Student may be required to re-petition at a later date if they do not complete appropriate requirements

High honors are awarded at commencement to all students with a cumulative quality point average of 3.50 or higher. Honors are awarded to all students with a cumulative quality point average of 3.00 to 3.49 inclusive.

## Matriculated Status

Students are strongly encouraged to contact an NECC advisor prior to registering for their first course. Proper selection of courses will assist students to more quickly and efficiently achieve their goals. Unclassified students who have not matriculated in a program and who have completed 15 credits at NECC must contact an advisor before they enroll in additional courses to determine their NECC status.

Once students have matriculated – been accepted by the college into one of its associate degree or certificate programs of study – they must maintain a prescribed academic standing in order to continue from one semester to another. Matriculation must occur in order to graduate in one of NECC's program of study.

## Program/Course Requirements

When a course is listed as a requirement for a degree/certificate in a given curriculum, a student who meets the knowledge/experience criteria may request approval to waive the course from the appropriate area dean and the vice president of academic affairs. No credit is received for a waived course. The student will need to substitute an alternative approved course to fulfill their program requirements.

## Readmission to an Academic Program

Returning matriculated students who have left the college for one or more semesters must be readmitted to the college. If the absence is for more than two consecutive semesters (excluding summer), current graduation requirements in the program must be met.

## Repeating a Course

Students are allowed to take any credit bearing course a maximum of three times. Under special circumstances, students may request to take a course a fourth time. In order to take a course a fourth time, students would need to meet with their faculty advisor or academic advisor to develop a plan designed to assist them in successfully completing the course. Taking a course a fifth time would need the approval of the Dean of the Academic Area responsible for the course. All grades will appear on the student's transcript, but only the highest grade will be used in calculating the quality point average (QPA).

*Exceptions: Program or department requirements that are guided by more restrictive regulations will override this Policy.*

*Students receiving Financial Aid will also need to meet with the Director of Financial Aid to review their eligibility to continue to receive aid for the course.*

## **Retroactive Course Withdrawals**

The vice president of academic affairs is responsible for approving any retroactive course drops in a prior semester, and any retroactive withdrawal from college which affects an earned letter grade A through F.

In order to apply for a retroactive course drop or withdrawal, students must complete a Retroactive Withdrawal Petition available from the Registrar. The Registrar will review the request, prepare supporting documentation if appropriate, and forward the petition to the vice president of academic affairs for consideration. If approved, the action will result in a W grade appearing on the transcript for the course(s) in the prior semester, with W grade(s) dated as of the forty-fifth academic class day of that semester.

## **Special Notice About Dropping a Course or Withdrawing from College**

Students who are receiving any form of Financial Aid or Veterans Educational benefits, international students on a student visa and students participating in college sports or other activities which have eligibility criteria, should consult with the respective office PRIOR to dropping a course. Reducing hour credit load may adversely affect eligibility to receive Financial Aid, Veterans Educational benefits, could jeopardize the student's visa status, or make one ineligible to participate in collegiate sports or other activities. In addition, most private insurance companies require that students be full time (12 credits or more) to be eligible for coverage.

## **Special Topics Courses**

Special Topics courses may be offered by any academic department/program with the approval of the associate dean responsible for that Area and the chairperson of the Academic Affairs Committee. The associate dean, at the time of signing by the Academic Affairs Committee, shall forward an informational copy of the Special Topics course to the vice president of academic affairs.

Special Topics courses are usually initiated by faculty or assistant/associate deans and are created for more than five (5) students. Special Topics courses are regular semester

college courses and may be from one to four credits. Classes meet on a regular schedule.

Dates for submission of Special Topics proposals to the Academic Affairs Committee will follow the schedule established by the office of the vice president and dean of academic affairs. Approval for Special Topics courses may be granted FOUR times by the chairperson of the Academic Affairs Committee. If the proposer expects to offer the course for more than THREE separate semesters, a formal course proposal should be submitted to the Academic Affairs Committee at the same time as the THIRD request for a Special Topics approval. Both proposals will be considered for approval in order that the course may be offered until the Academic Affairs Committee and president have acted upon the formal course proposal.

## **Transfer Credit Appeals Process**

### **CREDIT APPEALS PROCESS FOR STUDENTS TRANSFERRING IN**

Students wishing to transfer in credits from other institutions should first present official transcripts for review by the college Registrar or their designated Academic Counselor. If a student disagrees with the awarding of transfer credits by the Registrar or Academic Counselor the steps below should be taken:

- The Registrar or Academic Counselor refers the student concern to the Dean of Academic Advising, Transfer and Articulation who will consult with the appropriate Division Dean or Assistant Dean.
- If there is no resolution at the Division Dean or Assistant Dean level, the issue will be referred to the Vice President of Academic Affairs for final resolution.
- The Dean of Academic Advising, Transfer and Articulation will then inform the student of the Vice President's final decision.

### **ASSISTANCE WITH THE CREDIT APPEALS PROCESS FOR STUDENTS TRANSFERRING OUT**

For Northern Essex Community College students transferring out to other colleges who disagree with the awarding of transfer credits, the contact person is the Dean of Academic Advising, Transfer and Articulation. Students in such situations should present their argument to the Dean. If the appeal is reasonable and supportable, students will be encouraged to advocate for themselves. In the event that students cannot resolve the issue, the Dean will advocate on behalf of the student.

## Withdrawing from College

Students who must drop all of their courses should officially withdraw from the College. Officially withdrawing from the college will ensure that the correct grades are assigned for each course. To officially withdraw from the college, a student must complete a Withdrawal From College Form available from the Registrar.

When a student officially withdraws from college, the student's course(s) will be assigned withdrawal grades as prescribed in the Drop a Course policy. Students who discontinue their studies and officially withdraw from college are no longer considered to be enrolled at the college or matriculated in their program. If the student wishes to return to the college and wants to be enrolled (matriculated) in a program, the student must officially reapply for admission to a program.

## GRADING SYSTEM AND ACADEMIC STANDING

### Academic Standing

A student's academic standing indicates progress towards a degree. A minimum over-all average grade is required to continue from one semester to another. There are three categories of academic standing. These are described as follows above:

**Good Standing:** Good standing is defined as follows:

- A QPA of 1.50 after attempting one to nineteen credit hours
- A QPA of 1.75 after attempting twenty to thirty-six credit hours
- A QPA of 1.90 after attempting thirty-seven to fifty-four credit hours
- A QPA of 2.00 after attempting fifty-five or more credit hours.

**Probation:** Probation is a warning that a student must show academic improvement in order to maintain enrollment within a program. Students on probation receive a written warning from the vice president of academic affairs at the beginning of the semester in which their QPA falls in the probationary range. This letter states that students on probation must consult with an advisor from Academic

Advising, and plan a course of studies to improve grades. Upon attaining grades of good standing, probationary status is removed. Probation status is assigned as follows:

- A QPA below 1.50 after attempting one to nineteen credit hours
- A QPA below 1.75 after attempting twenty to thirty-six credit hours
- A QPA below 1.90 after attempting thirty-seven to fifty-four credit hours
- A QPA below 2.00 after attempting fifty-five or more credit hours

**Suspension:** Students are put on suspension as a result of unsatisfactory academic progress. Suspension automatically drops students from their academic programs and denies students eligibility to return in the following semester. Students are informed in writing by the vice president of academic affairs that they are suspended. The letter includes information regarding academic advising available to assist students in improving their academic progress. It also explains the actions students must take if they desire to continue enrollment at NECC as a "special conditions student" or be reinstated into their academic program at the college at a later date. Suspension is assigned as follows:

- A QPA less than 1.00 after attempting one to nineteen credit hours
- A QPA less than 1.50 after attempting twenty to thirty-six credit hours
- A QPA less than 1.75 after attempting thirty-seven to fifty-four credit hours
- A QPA below 1.90 after attempting fifty-five or more credit hours; but less than nine credit hours beyond the total required in the student's curriculum
- A QPA below 2.00 after attempting nine credit hours beyond the total required in the student's curriculum

### Changing Grades

To change the final grade of a student, instructors must complete a Change of Grade Form.

Change of Grade Forms are available from the Registrar. Instructors must submit forms in person.

## Dean's List Policy

Each semester students are appointed to the Dean's List for Academic Honors if they fulfill the following requirements:

- Be a candidate for a degree (a matriculated student)
- Attain a GPA of 3.3 or higher within the semester
- Carry 6 or more credit hours within a given semester

All students, both developmental and college level, are eligible for this distinction; and that the Dean's List will be compiled and published for the fall, spring, and summer semesters beginning with the fall of 2004.

## Grading System

Letter grades are used at the college per the table listed below, and each grade has a numeric range and associated Quality Point Value. The Quality Point Value is based on a 0.00 to 4.0 range, with an "A" grade having the highest value of 4.0. Grades are used to represent the quality of work done in a course and knowledge earned, as based on the individual instructor's standards and course objectives.

The Quality Point Value is used to determine the numeric average of semester course work or of cumulative courses and grades to date. Such a computation is known as the Quality Point Average (QPA) of the grades earned to date. The Quality Point Values of a grade in combination with a credits attempted scale, are used to establish the college's Standards of Academic Progress. The grades presently in use by the college are:

Grade	QP Value	Numeric Range/Comment
A	4.00	93-100
A-	3.70	90-92
B+	3.30	87-89
B	3.00	83-86
B-	2.70	80-82
C+	2.30	77-79
C	2.00	73-76
C-	1.70	70-72
D+	1.30	67-69
D	1.00	60-66
F	0.00	59 or less; failure; no credit earned
W	0.00	Withdrawal from course by student within withdrawal period
NW	0.00	Non-participation withdrawal grade assigned by instructor within withdrawal period

Grade	QP Value	Numeric Range/Comment
P	0.00	Pass; credit earned
WP	0.00	Withdrawn passing
NC	0.00	No credit earned
I	0.00	Incomplete, in non-punitive period
IF	0.00	Incomplete changed to Incomplete Failure
FN	0.00	Non-participation failure grade assigned by instructor after withdrawal period
FW	0.00	Failure due to withdrawal from course by student after withdrawal period
AU	0.00	Audit; no credits earned
NG	0.00	No grade submitted by instructor

To determine the Quality Point Average (QPA) of courses completed and grades earned, divide attempted credits into the total quality points earned: 12 credits divided into 24.00 = a QPA of 2.0. In this example, the student has a QPA of 2.0, or in other words an overall "C" average.

The QPA is also cumulative. Each semester a cumulative QPA is computed by dividing the total number of credits attempted in all semesters at the college into the total number of quality points earned in all semesters at the college.

Attempted credit hours include credit hours with a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, F, FN and IF. Grades of P, NC, I, W, NW, FW, WP, NG and AU are not included in the attempted credit hours. When a course is repeated the higher of the two grades will be computed in the QPA; only the credit hours for the higher grade will be included in the cumulative total of attempted hours. The transcript will record each time the course has been taken. (Refer to Repeating a Course in this section of the catalog for further details.)

## Incomplete Grades

Students may receive a temporary grade of Incomplete (I) from instructors when all work in a course is not satisfactorily completed and, in the judgment of the instructor, completion of the assigned tasks would allow the student to earn a passing grade in the course. If the instructor assigns an I, a Documentation of Incomplete Grades Form must be completed by the instructor and is maintained with

the Registrar. The form will clearly outline the work to be completed and the time limit. The form must be submitted with semester grades. An instructor may change an I to a letter grade (other than a W grade) by the end of the next semester.

Instructors may accept late course work only when, in their judgment, there are acceptable reasons to justify such a delay. If a final examination is missed because of student inaction, as opposed to a cancellation of class or instructor inaction, the instructor may allow a make-up if, in the judgment of the instructor, successful completion of the final examination could earn the student a passing grade.

If, for any reason, the instructor has left Northern Essex permanently or for an extended period of time and is unavailable, the area assistant/associate dean has the authority to change the grade using the Grade Change Form. The area assistant/associate dean's decision is based upon a waiver of any existing documentation of the Incomplete. If documentation of expected work is not available, the area assistant/associate dean may use professional judgment to determine work to be completed and the final grade.

Incomplete grades are temporarily not computed in determining the semester and cumulative QPA. Incomplete grades (I) are automatically converted to IF (Incomplete, Failure, no credit earned) grades at the end of the next semester, and are computed as F grades in the student's semester and cumulative QPA. The student is expected to take the initiative in seeking to complete course work necessary to change an (I) to another grade. An (I) cannot be changed to a W, NW, WP or grade by the instructor.

## Mid-Semester Grades

Mid-semester grades are not routinely issued at Northern Essex. All students, however, have the right to request written evaluations from their instructors at any time during the semester. The Registrar has a mid-semester grade form available for students who wish to submit them to their instructors.

## Petition to Return as a "Special Conditions Student"

Students who are suspended may petition the vice president of academic affairs, through Academic Advising, to continue enrollment at NECC as a "Special Conditions Student." After consultation with an academic advisor, stu-

dents may be allowed to take a limited number of classes at Northern Essex while suspended (usually no more than two).

Students who desire to do so, must fill out a Petition to Return as a Special Conditions Student Form. The petition can be obtained at Academic Advising. An approval signature is given only after the student meets with an advisor to discuss course selection; provide reasons for unsatisfactory progress, and develops a plan for improving grades.

## Removal from Suspension

Students who show improvement in their academic progress by successfully completing necessary courses and raising their cumulative QPA above suspended status may petition the vice president of academic affairs, through Academic Advising, to be removed from academic suspension and return to their academic program. Students who desire to do so must fill out a Petition to Return to Academic Program Form, which can be obtained at Academic Advising.

Students must meet with an academic advisor to review their academic progress and develop plans for continued improvement. The current cumulative QPA, along with the student's academic progress to date is used to determine the future academic status of the student. At this time a recommendation is made as to whether or not the improvement has been sufficient to warrant reinstatement into an academic program.

## Student Academic Transcripts/Semester Grade Reports

All courses taken at Northern Essex Community College are maintained by the Registrar and are recorded as a single permanent record. If the student successfully completes a program of study at Northern Essex Community College, the name of the degree or certificate earned will be noted on the transcript.

Transcripts may be reviewed by students in person by presenting an acceptable form of identification, such as a driver's license, college I.D. card, social security card, etc. Any written request for (or release of) an official transcript must contain the student's name, address, date of birth, social security number, and dates of attendance. Transcripts will be released to other parties only if written authorization from the student has been received. There is a fee for official transcripts.