



## **NOVA SOUTHEASTERN UNIVERSITY**

### **University Policy**

- Administrative Area(s):** Administration and Academic Units
- Applicability:** Administrators, Deans, Directors, Department Heads, Faculty, and Administrative Staff Responsible for Grades
- Scope:** Grading Policy
- Date:** October 24, 2024 (Revised)
- Publication Requirement:** Faculty Handbook, Faculty Contracts, and the University Registrar’s Policies

**Purpose:**

Due to State and Federal regulations regarding financial aid and to benefit Nova Southeastern University students, some measure of academic progress, whether a valid grade or an incomplete grade *must* be posted to a student’s record by the published deadline. The timely posting of grades is imperative to the application of the University’s Grading Policy for two reasons. First, grades and grading practices have a significant place in the educational scheme. Second, the importance of grades and grading practices is attached to scholastic standing for students. NSU students are entitled to the timely posting and notification of their grade(s). The following grading policies must be adhered to in order to provide accuracy and consistency and integrity of university records, to ensure adherence to the University’s accrediting body, to guarantee compliance with federal and state audits, and to provide timely notification to students regarding their academic progress in courses.

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## **GRADING POLICY**

**Grade Submission**

All students are entitled to receive grades in a timely manner; therefore, grades **must** be entered at the end of each semester or term, no later than the **seventh day** after the end of the semester or term. The Registrar’s Office will notify the appropriate Dean, with a copy to the Provost, of any grades that have not been posted by the deadline.

**Non-Passing Grades**

An “earned” failing grade (F, NP, NPR) **must** be assigned by the instructor for a student who attended the semester or term and earned a failing grade (not due to a change of grade).

**Last Date of Attendance**

If a student unofficially withdraws from a course (ceases attending the course or

submitting assignments), the instructor **must** record the last date of an academically related activity as the Last Date of Attendance (LDA) on the grade roster. Academically related activity includes but is not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the instructor;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studies in the course.

If the last date of activity is in question, the instructor should report the **midpoint** of the semester or term for the course as the last date of attendance. The midpoint of the semester or term will be used when the instructor enters hours attended greater than zero but does not provide a last date of attendance.

For students who do officially withdraw from course(s) after the drop period, tuition and fee charges will not be adjusted and automatically assigned a grade of “W”. A student will only be permitted to petition and receive consideration for a retroactive drop or withdrawal for course(s) no more than 20 days after the end of the semester or term if he or she has extenuating circumstances and provides the appropriate documentation (e.g., medical records, death in family, etc.).

### **Appeals**

Financial Aid and Academic Records will review petitions from the academic units on behalf of students who failed to drop, add, or withdraw within the designated 20-day period. For undergraduate students, please refer to the undergraduate catalog under administrative grievance.

### **Nonattendance – Roster Reconciliation**

Each faculty member must reconcile and validate the accuracy of his or her class roster no later than the posted deadline, which is typically the first business day of the third week of classes, as determined by the approved Nova Southeastern University Academic Calendar. Refer to the *Roster Reconciliation Policy*.

A student who is not registered for a course(s) is not eligible to attend the class or receive academic credit regardless of participation. The faculty member must ask the student not to attend the class until properly registered.

### **Incomplete Grades**

At the instructor’s discretion, students who have not completed the required work in a course by the end of the semester or term may be assigned an incomplete (I) grade. In order for an incomplete to be assigned, the student must have completed a substantial portion (to be determined by the academic program) of the course with a passing grade. Both the instructor and student must complete the incomplete grade agreement prior to the end of the course. The incomplete is not computed in the grade point average. The time limit for changing the incomplete grade to the final grade may not exceed one calendar year or graduation, whichever comes first. After the time period for a change of grade has expired, the incomplete grade may be changed to an F grade by the Registrar’s Office

### **Change of Grades**

Change of grade requests must be signed off by the faculty member and turned into the Registrar's Office no later than one 180 days after the end of the semester in question, or prior to the student's degree conferral, whichever comes first. Change of grade forms must be signed by the faculty member. If the faculty is unavailable (unforeseen circumstances), the request must be signed by the college designee **and** the dean.

### **Repeated Courses/Grade Forgiveness**

Repeat Course/Grade Forgiveness policies are posted in the appropriate program/college catalog or handbook.

Only courses taken at NSU qualify for grade replacement. Students must gain prior approval for the equivalency of the course before enrollment. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the academic unit offering the course.

Repeated coursework will be included when determining financial aid enrollment status with the exception of a limitation on previously passed coursework. A previously passed course is financial aid eligible for one time only.


If a student is receiving financial aid, please be aware that the Standards of Academic Progress (SAP) is separate from the Grading Policy. Repeated coursework does affect SAP measures. All repeated courses count toward attempted credits and could negatively affect the annual quantitative, pace, and maximum timeframe for the student's eligibility for financial aid.

The Veterans Administration will not pay for repeated courses if the previous grade met the academic requirements for degree completion.

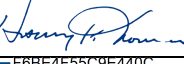
### **SUBMISSION OF GRADES**

Grading will open seven (7) days before the end of the semester, term, or part of term and will close seven (7) days after the end of the semester, term, or part of term. All grades submitted after this point will require an individual Change of Grade Form signed by the instructor and an approving college administrator.


**Review and Approval:**

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George L. Hanbury, Ph.D.  
As President and Chief Executive Officer

Oct 26, 2024  
Date

DocuSigned by:  
  
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Harry K. Moon, M.D.  
As President Elect & Chief Operating  
Officer

Oct 26, 2024  
Date

  
Ronald J. Chenail, Ph.D.  
As Provost and Executive Vice President for  
Academic Affairs

10/25/24  
Date

Stacy Peña-Villalobos  
Stacy Peña-Villalobos (Oct 25, 2024 11:25 EDT)  
Stacy Peña-Villalobos, Ed.D.  
Vice President, FAAR

10/25/2024  
Date