Grading Scale

Each department determines the appropriate grading scale. Please see the Department Chairperson for current grading system.

Midterm Warnings

All faculty are required to post midterm warnings using the EAB Alert system. Only grades of C- or below need to be posted.

Final Grades

At the end of each semester, faculty are required to enter students' grades into the SIS system (instructions can be found below). Any change of grade after the deadline must be processed by the instructor through the Registrar's Office using the appropriate form. In most instances, only the instructor may only change a course grade. However, in a case of obvious computational error or blatant abuse of the grading prerogative, the Vice President of Academic Affairs is authorized to change a grade.

Every student on the roster must receive a grade. Any administrative withdrawals, withdrawals from College, etc., will have a grade already posted, ex. If the student withdrew, a "W" should already appear in the Final Grade column. Do NOT change a grade if one is already there. "Incompletes" must have the appropriate paperwork submitted to the Registrar's Office.

<u>How to Post Final Grades on the Student Information System</u> (SIS)

In order to post final student grades, instructors should follow the following steps:

1. Go to www.nashuacc.edu> Faculty & Staff (top right)> SIS button.
2.
7. Select a grade from the list for each student.
8. After clicking "Submit", the Final Grade Worksheet will display a message stating the grade change has been saved successfully.

9. To enter grades for additional classes, scroll to the top right of the page and click "Return to Menu". Repeat the process beginning with step 5 above.

Grading Categories

Withdrawal (W):