

Grading Procedures

In the middle of both the fall and spring terms, your advisor will meet with you to discuss your academic progress. Letter grades are assigned based on how well you have achieved the course objectives (outlined in each course's syllabus). At the end of the term you will receive your individual letter grades—and a grade point average (GPA). Your GPA is computed by multiplying the point value assigned to each letter grade (i.e. A=4.00, A-=3.67, etc.) by each course's credit value (i.e. Basic Math=2 credits, etc.). The totaled point values divided by the total number of credits per term equals your GPA.

Letter grades are given the following grade point values:

Letter	Equivalent Work	Grade Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
D-		0.67
F	Failure	0.00
S*	Satisfactory	0.00
U	Unsatisfactory	0.00

* Satisfactory work is considered to be equivalent to coursework mastered at a "C" or better.

Grading Key:

I	Incomplete	CRD	Transfer Credit
W	Withdrawal	G	Auditing Courses
CRD	Challenge Exam Credit	R	Repeat

NOTE: The six letter grades in the key are not included in your grade point average.

Incomplete (I) - You will only receive an incomplete if your faculty member feels you are able to complete the course within the first six weeks of the following term and if you make arrangements with him/her to complete the requirements. A spring term incomplete may be completed during either summer or fall term at the faculty member's discretion. To be eligible for an incomplete a student must have attended classes on a regular basis and have the ability to successfully complete the course with additional time. Work with your faculty member to clarify expectations. If you do not complete the requirements, an incomplete will become a failing (F) or unsatisfactory (U) grade unless you justify (in writing) additional time due to circumstances and receive approval from your faculty member.

Withdrawal (W) – The last day you may withdraw (W) from a course is up to 80% of the course length (i.e. at the beginning of the 13th week for a 16-week course, beginning of the 7th week for an 8-week course, etc.). Be aware, however, that you may lose eligibility for financial aid the following term. You will be responsible for the loan debt you have incurred. In some instances, you will have to repay financial aid grant dollars already received. To withdraw from a course, you must inform your faculty member and may either complete a withdrawal form that is available in the Student Services office at your campus or withdraw online using your **My WITC** portal. You can withdraw from a course within the first 11 percent of the course without a "W" appearing on your transcript. After that, a "W" will appear on your transcript up to 80% of the course length. If you do not withdraw, you will receive a final grade after the 80% date is past.

To withdraw from a WITC program, you must schedule a conference with a counselor, complete a withdrawal form, and clear all financial records.

Exceptions and extenuating circumstances – The faculty member teaching the course you wish to withdraw from approves/or denies any exception to the 80% rule. Extenuating circumstances are defined as:

- ➔ Death, disability, unforeseen hospitalization
- ➔ College made an error

All of the above must be documented

If the faculty member is not available, the appropriate academic dean will operate in their stead. Academic advisors will assist students throughout the term to minimize the need for withdrawal requests.

Challenge Exams (CRD) - You may only take the challenge exam for a course once in a 12-month period. The exam can be scheduled before or after the course begins, but it must be completed before 5 class meetings or 5 percent of the course has been completed. For more information on challenge exam procedures, see "*Credit for Prior Learning*" in this handbook.

Credit (CRD) - If you have officially transferred coursework from another institution with a grade of "C" (C-, C, C+) or better, a "CRD" will appear on your student record. Credits for transferred courses, however, are not included in your grade point average (GPA).

Auditing Courses (G) - Registering to audit a course permits a student to participate in the class without earning credit. This privilege is helpful to students who wish to review introductory work, especially after a considerable period of absence from the campus. Others choose to audit courses for reasons of personal interest and the enjoyment of learning.

The following conditions apply:

1. Students seeking to register for credit are given priority over auditors. Auditors may register during open registration.
2. An auditor must pay the same tuition and fees as students taking the class for credit.
3. Audited courses are not included in the student's credit load for the term when determining full- or part-time status.
4. Enrollment on an audit basis may not be changed to a credit basis, or vice versa.
5. The auditor must consult the faculty member of the course to determine the conditions for a successful audit. Some courses cannot profitably be audited without participation in class activities; the faculty member must indicate how much and what kind of participation is required.
6. Upon completion of an audit, the mark of "G" will be entered on the student's record. This mark is not a course grade and will not be computed in GPA's.
7. Students are not eligible for financial aid for audited courses.

Repeating Courses - A course for which you have earned a grade of "C-" or lower may be repeated by enrolling in and completing the course with the same course number and description. The second grade and credit will be used in calculating your cumulative grade point average (CGPA)—even if your first grade was higher. The student must apply to have the first grade for that course changed to an "R" and appear on their transcript. The repeated course grade will be used in calculating your cumulative grade point average.

Early Placement Procedure (Early Out) - Early placement is available if you are offered a job in your program area before you graduate if you are in good academic standing (2.0 cumulative GPA or better) and have received satisfactory terminal grades (not incompletes) in all courses that fulfill your diploma or degree requirements. You must complete the following procedures to have your request for early placement approved: Get initial approval from your academic advisor, have your employer write a letter verifying employment and date, present the employer letter to Student Services and pick up an Early Placement Approval Form, contact each faculty member and make arrangements for completion of any remaining requirements. The form must be signed by each of your faculty members. You will also need to clear all LRC, Financial Aid, and Business office records or debts. After your Early Placement Approval Form is returned to Student Services, you will need to complete an Intent to Graduate Form prior to leaving. If you are graduating through early placement, you are still encouraged to participate in commencement exercises.

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Term grades will be entered on the student's final record and used in the computation of grade point averages (GPA). The GPA is obtained by dividing the total points earned by the total number of credits attempted.

Students who have financial obligations to the college will have a hold placed on their academic records until all outstanding fees are paid.

IMPORTANT:

Final grades are no longer mailed to students. Students may access final grades through their portal at **My WITC**.