

# GRADING

## Grading Policy

Your grades are based upon your achievement of course objectives. All credits are based on semester hours. The following grades are used to calculate your semester and cumulative grade point average.

Effective with the start of the 2020-21 academic year, our grading scale has changed. Find the new scale and grade ranges below:

Grade	% Value	Pt Value
A	100-93	4.00
A-	<93-90	3.67
B+	<90-87	3.33
B	<87-83	3.00
B-	<83-80	2.67
C+	<80-77	2.33
C	<77-73	2.00
C-	<73-70	1.67
D+	<70-67	1.33
D	<67-63	1.00
D-	<63-60	0.67
F	<60 or below	0.00

## The following are included in hours attempted, but not earned:

### Administrative Withdrawal (AW)

WCTC reserves the right to withdraw you from a course for policy violations or extenuating circumstances. If expelled, you will receive the "AW" grade for all credit courses or a "NG" grade for all noncredit courses. "AW" and "NG" grades will appear on your transcript. Refunds will be issued at the College's discretion.

### Withdrawal (W)

After the refund period, you may withdraw from a course up to 75 percent of the course duration. A withdrawal (W) will appear on your academic transcript. The "W" grade is not included in your GPA and is not counted in credits earned toward graduation. If you withdraw after the refund period, you are fully responsible for tuition and fees. Instructors will not initiate a student-requested withdrawal. An instructor may withdraw you, up to 75 percent of course duration, for violation of course policy. An instructor will assign a "W." After 75 percent of course duration, a letter grade other than a "W" will be assigned.

### Incomplete (I)

An incomplete may be assigned when a student has successfully completed 75 percent of the work required for a course but is unable to finish the remaining required work due to circumstances beyond the student's control. An incomplete requires mutual agreement between the student and instructor.

It is the responsibility of the student to make arrangements to fulfill all course requirements. The student must be able to complete the course with minimal intervention from the instructor. Failure to make such arrangements and complete the requirements may result in a failing (F) grade.

An incomplete course must be completed before the end of the subsequent 8-week term, i.e. Fall 1, Fall 2, Spring 1, Spring 2 and Summer.

An incomplete grade may affect the student's ability to receive financial aid and/or the academic progress requirements for financial aid.

## Not included in hours earned or attempted:

### Course Audit (AU)

Only credit courses may be audited; you will receive AU as a final grade. As an audit student, you may attend class but are not required to take examinations and do not receive credit for the class. You are still responsible for tuition and fees. An audited course appears on your record with the grade AU. A grade of AU does not count toward a degree or diploma, nor does it fulfill a course prerequisite.

To audit a course, you must make an agreement with the instructor. You may elect to change from credit to audit if you adhere to the following guidelines:

- You may audit a course, with the consent of the instructor, during the first 50 percent of the semester.
- After 50 percent of course duration, you may audit if you are passing the course.
- If you wish to withdraw from a course, you must contact Registration.
- You must adhere to the WCTC drop policy and 75 percent course completion rules.
- You must adhere to all rules and regulations regarding attendance.
- You may not, at a later date, change to credit status.
- Auditing a course may affect your financial aid status.

### Transcribed Credit Audit (TA)

If you are a high school student enrolled in Transcribed Credit classes at your high school, you may receive an audit grade (TA).

### Non-credit/Continuing Education Classes

- Continuing Education classes report either Satisfactory (S) or Unsatisfactory (U).
- Non-credit courses report only a No Grade (NG).

## Grade Point Average (GPA)

Your GPA at the end of any semester is the total number of grade points divided by the total number of credits earned. If you repeat a course, the highest grade achieved and grade points, if any, will be recorded, and the grade and any grade points will be counted in determining your eligibility for graduation. If you repeat a course, you may experience an adjustment in GPA in a prior term, based on include/exclude rules.

## President's Honor List

The President's Honor List is a distinction given to students who complete at least 12 credits in the fall or spring semester and earn a grade point average of 3.5 or above, based on a 4.0 scale.

This distinction is identified at the end of the fall and spring semester.

Students who qualify for the President's Honor List will receive a letter from the president in July and/or January notifying them of this distinction.

## **Advanced Standing Credit**

- AP – College Board Advanced Placement Examination
- CL – College Level Examination (CLEP)
- DT – DSST (formerly DANTES)
- EX - Credit by National exam
- IB - International Baccalaureate (IB) exam
- OT – Other Credit Earned in High School
- PD – Prior Degree
- PL – Prior Learning
- PR – Credit by Exam (Proficiency)
- TR – Transfer Course
- WX – Work Experience