

Grading Policy

Grades and Grade Reporting

The WWCC grading system provides a permanent record of grade evaluations which reflect the student's course achievement.

The following grades are used:

Outstanding Achievement

- A 4.0 points per credit hour
- A- 3.7 points per credit hour

High Achievement

- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

Average Achievement

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

Minimum Achievement

- D+ 1.3 points per credit hour
- D 1.0 points per credit hour

Unsatisfactory Achievement

- F 0.0 points per credit hour

Grades not included in gpa calculation

- I Incomplete – The grade of "I" may be assigned only upon the request of the student and with the concurrence of the instructor. It is given to the student who is doing passing work and has completed at least two-thirds of the course when a circumstance arises that prevents normal completion. Neither lateness in completing work nor the desire to do extra work to raise a poor grade is considered an extenuating circumstance. A student must obtain an Incomplete Grade Contract from the Office of Admissions and Record and negotiate a formal agreement with the instructor specifying:
 - The work completed by the last day the student was actively involved in the course
 - The work remaining to complete the course
 - The work required to complete the course must be finished in the subsequent quarter.
 - The grade to be issued if the work has not been completed by the end of the subsequent quarter

If the Incomplete is to be made up in any other than the subsequent quarter, excluding summer quarter, the student must re-register for the course. If a student does not make up the Incomplete grade, the instructor will change the Incomplete grade to the grade and credits agreed to in the Incomplete Grade Contract. If the instructor has not specified the grade and credits that the Incomplete grade will revert

to and the student does not honor the Incomplete Grade Contract, the Incomplete grade will remain permanently on the student record and "0" grade points are earned.

- N Audit –course not taken for credit (does not appear on transcript).
 - P Passing – (Used for short courses, workshops and where deemed appropriate by the Vice President of Instruction).
 - W Withdrawal – Students finding it necessary to withdraw from a class or the College must complete an official withdrawal form and submit it to the Office of Admissions and Record. The withdrawal can be processed using web registration until the end of the first week of the quarter. Withdrawals can be processed at the Office of Admissions and Record throughout any drop period. Students should refer to the schedule to find the last day to drop. Failure to withdraw officially from classes may result in failing grades being assigned, forfeiture of any tuition and fee refund, and overpayment of veteran's benefits, financial aid, etc. Students will be responsible for refunding any overpayments received. The schedule for drop deadlines for 100% refund and 40% refund appear in the quarterly class schedules; Washington Online (WAOL) dates may differ.
 - Y In progress (not a final grade). Used in courses that allow enrollment on a continuous basis during the quarter. Students who enter such courses after the quarter has begun and need additional time to complete course requirements may be given time in the subsequent quarter to the equivalent of a quarter. Students do not re-enroll for the time allowed in the subsequent quarter. The "Y" grade will be changed to an appropriate letter grade at the end of the equivalent quarter through the grade change process in the Office of Admissions and Records. Students needing more than the equivalent of a quarter must be given a grade and be required to re-register for the course.
 - Z No credit – student has not met minimal objectives due to documented extenuating circumstances (accident, illness, death in family, etc.). The faculty member initiates this grade. This grade is not computed in the gpa and cannot be changed unless instructor error has occurred.
- M/S/U Mastery/Satisfactory/Unsatisfactory. Used in a limited number of courses where students will not have their work recorded on their transcripts.

Grade Exclusion Policy

A returning student may petition the Academic Standards Committee for a review of his or her academic record with the intent of excluding grades earned at Walla Walla Community College from computation of the WWCC cumulative gpa. This policy is designed for students who had difficulties (generally characterized by grades below "C" or 2.0 gpa) in their early term(s), left WWCC, returned later and demonstrated improved academic achievement.

PREREQUISITE COURSE INCOMPLETES/QUARTERLY GRADES

In order to be eligible for grade exclusion, the student must meet the following criteria:

- At least three calendar years must have passed without the student's having been enrolled at WWCC;
- Grades to be excluded must have been awarded prior to the minimum years of absence;
- The student must demonstrate an ability to improve by completing at least 24 credits with a cumulative gpa of 2.0 or higher since returning to the College.

To initiate a petition for exclusion of grades, the student should contact the registrar's office to obtain the appropriate form.

- Only exclusion of all grades in the quarters prior to the absence will be considered; petitions to exclude singular courses within a quarter or singular quarters will not be considered.
- Only grades earned at WWCC can be removed under this policy.
- Only one such exclusion is permitted.

If the student's petition is approved, the grades to be excluded will still appear on the student's transcript but will not be used in calculating the gpa.

- These courses and credits may not be reinstated.
- These courses and credits may not be used as prerequisites.
- These courses and credits may not apply toward degree or certificate completion requirements.

Prerequisite Course Incompletes

A student may enroll in a course that has a prerequisite course for which the student has negotiated an incomplete grade. However, the student must successfully complete the required work for the prerequisite course and replace the incomplete with a grade that meets the prerequisite requirement during the first three days of the subsequent quarter, or according to the requirements agreed to by the instructor and the student in the Incomplete Grade Contract. If the student does not complete the prerequisite course in the first three days of the subsequent quarter or as agreed to in the Incomplete Grade Contract, the College will withdraw the student from the current course. The contract is available in the Office of Admissions and Records.

If the incomplete is to be made up in any other than the subsequent quarter, excluding summer quarter, the student must re-register for the course. If a student does not make up the incomplete grade, the instructor will change the incomplete grade to the grade and credits agreed to in the Incomplete Grade Contract. If the instructor has not specified the grade and credits that the incomplete grade will revert to and the student does not honor the Incomplete Grade Contract, the incomplete grade will remain permanently on the student record and "0" grade points are earned.

Adding or Dropping a Course

A student may add a course during the first 10 days of the quarter, provided the addition is approved by the instructor, the student's advisor, and a wait list doesn't exist for the course. Lab classes that allow continuous enrollment can be added at most times with instructor permission.

A student may drop a course based on the dates in the quarterly schedule. To drop a course, the student must complete the proper forms at the Office of Admissions and Records. It is the student's responsibility to initiate a drop. Failure to drop a class or withdraw from school in a timely and official way may disqualify a student from receiving a refund of tuition and fees and may cause the student to receive failing grades.

Withdrawal

Students finding it necessary to withdraw from a class or the College must complete an official withdrawal form and submit it to the Office of Admissions and Record. The withdrawal can be processed using web registration until the end of the first week of the quarter. Withdrawals can be processed at the Office of Admissions and Record throughout any drop period. Students should refer to the schedule to find the last day to drop. Failure to withdraw officially from classes may result in failing grades being assigned, forfeiture of any tuition and fee refund, and overpayment of veteran's benefits, financial aid, etc. Students will be responsible for refunding any overpayments received. The schedule for drop deadlines for 100% refund and 40% refund appear in the quarterly class schedules; Washington Online (WAOL) dates may differ.

Grade Point Average (gpa)

The gpa indicates the general achievement of a student. It is calculated by multiplying the number of credit hours for a course attempted by the grade points assigned to the grade for that course, taking the sum of products calculated and dividing by the total credit hours attempted. The calculation does not include courses in which the student received grades I, Z, N, Y, W, S, M, U or P.

Quarterly Grades

At the end of each quarter, grades are processed for each student enrolled for credit. Students may get their quarter grades and grades for the previous three quarters by getting an unofficial copy of their transcript on the website: <http://www.wvcc.edu/kiosk/> or by leaving a self-addressed and stamped envelope at the Office of Admissions and Records.