ACADEMIC INFORMATION

College Academic Year

The College year (September to June) is divided into three quarters (fall, winter, spring) of approximately eleven weeks each. Most courses at Walla Walla Community College are offered for one quarter. Each quarter a full range of courses is available. A summer session is offered in June, July, and August when fewer courses are offered over a shorter, more intense time. Ordinarily, students must enter a course at the start of a quarter and plan to participate for the full quarter. However, students may enter certain continuously-enrolling classes at any time during the quarter with permission of the instructor. Check with the Office of Admissions and Records to add classes. For a current College calendar please check online at www.wwcc.edu/calendar or in the quarterly schedule.

Credit Hours

Different courses offer different amounts of credit. Usually, the amount of credit for a course is the same as the number of hours the class meets each week. For example, a course meeting for one class hour three days a week equals three credit hours. There are some exceptions: laboratory sessions/nursing practicum meets two hours for one credit. In-class time requirements of a course are not always directly reflected in the number of credits offered. The number of credits for each course is listed with the course description in the college catalog and in the quarterly class schedule. Credit hours provide an indication of the time demands of a course when considered with appropriate out-of-class preparation and study time. They are the basis for certification of successful work completed.

Transferring Credit to WWCC

Walla Walla Community College recognizes academic credits earned at other regionally accredited institutions with grades of D (1.0) or better, provided they are essentially equivalent in academic level and nature to classes offered at WWCC. Walla Walla Community College subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Colleges and Universities endorsed by all the public and most private colleges and universities in Washington. For more detailed information, contact the Office of Admissions and Records or see the section of this catalog entitled “Transfer Policy Information.” To have credits evaluated, students should complete a WWCC application for admissions and have their previous college(s) send an official transcript to the WWCC Office of Admissions and Records. Students fill out the Transcript Evaluation Form available online at wwcc.edu/traneval, indicating the degree they are seeking; then they submit the form to the Office of Admissions and Records.

Prior Learning Assessment

For the purposes of this section, prior learning means the knowledge and skills gained through work and life experience; through military training and experience; and through formal and informal education and training from in-state and out-of-state institutions including foreign institutions. Prior Learning Assessment, or PLA, is a means of determining whether or not the knowledge, skills and abilities a student has gained through prior learning match the knowledge, skills and abilities a student would gain by completing a specific course. If outcomes of prior learning equal outcomes of a specific course, then credit may be awarded.

Prior learning can be assessed using a variety of methods, including course challenge; standardized tests; credits earned through the American Council of Education’s Guide to the Evaluation of Educational Experiences in the Armed Services (ACE); the systematic observation of skill demonstrations, including role plays and simulations; and the evaluation of case studies or other assignments. Credit can only be granted for college-level learning which can be demonstrated and documented.

The College supports as guidelines the principles of best practices published by the Washington State Community and Technical Colleges, as well as the policies established by the Northwest Commission on Colleges and Universities. If a student wishes to investigate the possibility to have prior learning recognized by the College, the student should first consult with the Registrar in the Office of Admissions and Records, who will direct them to the appropriate department expert. Please refer to wwcc.edu/pla for more information.

Maximum Credit by Prior Learning Assessment

A maximum of 25% of the credits needed for degree or certificate completion may be earned through prior learning assessment. For a 90-credit degree, the maximum credits allowed using PLA is 22.5. Students planning to transfer should check on the number of credits earned through PLA that the receiving institution will accept.

Course Challenge

Course challenge is possible in selected courses if the student has prior educational experience paralleling the skill or knowledge required to complete the course. Students must contact the Registrar in the Office of Admissions and Records for referral to the applicable instructional department, if appropriate. Standard tuition and fees will be charged. Ordinarily, students will not be allowed to challenge more than one course per quarter.

Standardized Testing

The college accepts up to 45 credits earned through standardized testing including Advanced Placement (AP), College Level Examination Program (CLEP), Dantes/Military Credit, and International Baccalaureate (IB). Please see next page for details.
**Advanced Placement**

Approved Advanced Placement scores of 3 or higher will be recognized for credit. Official test results should be sent to the Testing Center within the Student Development Center on the Walla Walla campus. Below is a table outlining the AP exams that Walla Walla Community College will accept.

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Credit Awarded</th>
<th>Course Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credits earned for AP scores of 3, 4, or 5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art History</td>
<td>15 credits</td>
<td>HUM</td>
</tr>
<tr>
<td>Biology</td>
<td>15 credits</td>
<td>SCI</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>5 credits</td>
<td>QS</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>10 credits</td>
<td>QS</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5 credits</td>
<td>SCI</td>
</tr>
<tr>
<td>English Lang &amp; Comp</td>
<td>5 credits</td>
<td>COM</td>
</tr>
<tr>
<td>English Literature &amp; Comp</td>
<td>10 credits</td>
<td>COM</td>
</tr>
<tr>
<td>Government &amp; Politics: Comparative</td>
<td>5 credits</td>
<td>SS</td>
</tr>
<tr>
<td>Government &amp; Politics: US</td>
<td>5 credits</td>
<td>SS</td>
</tr>
<tr>
<td>Humanities</td>
<td>15 credits</td>
<td>HUM</td>
</tr>
<tr>
<td>Physics B</td>
<td>15 credits</td>
<td>SCI</td>
</tr>
<tr>
<td>Psychology</td>
<td>5 credits</td>
<td>SS</td>
</tr>
<tr>
<td>Statistics</td>
<td>5 credits</td>
<td>QS</td>
</tr>
<tr>
<td>History: US</td>
<td>15 credits</td>
<td>SS</td>
</tr>
<tr>
<td>History: World or Western Civ.</td>
<td>10 credits</td>
<td>SS</td>
</tr>
<tr>
<td>History: European</td>
<td>10 credits</td>
<td>SS</td>
</tr>
<tr>
<td>Art 2D Design</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Art 3D Design</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Art Studio: Drawing</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Economics/Macroeconomics</td>
<td>5 credits</td>
<td>SS</td>
</tr>
<tr>
<td>Economics/Microeconomics</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>5 credits</td>
<td>SCI</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>French Language &amp; Culture</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Italian Language</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>15 credits</td>
<td>HUM</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>German Language</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Latin: Virgil</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Japanese Language</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Music Theory</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Human Geography</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
<tr>
<td>Physics C: Electricity &amp; Magnetism</td>
<td>5 credits</td>
<td>Elective</td>
</tr>
</tbody>
</table>
College Level Examination Program (CLEP)

CLEP exams are administered through the testing department within the Student Development Center. Complete the registration form in the CLEP bulletin to register for an exam. Variable testing fees are charged by CLEP, depending on the type and number of tests administered. Credits earned through this process will be transcribed as CLEP credits. Students planning to transfer should check on the transferability and credit limit of CLEP credits at the transfer institution. Below is a table outlining the CLEP exams that Walla Walla Community College will accept.

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Credit Awarded</th>
<th>Courses Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>15 credits</td>
<td>Biology 211 212 213</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5 credits</td>
<td>Chemistry 110</td>
</tr>
<tr>
<td>Calculus</td>
<td>10 credits</td>
<td>Math 151 152</td>
</tr>
<tr>
<td>Spanish</td>
<td>15 credits</td>
<td>Spanish 121 122 123</td>
</tr>
</tbody>
</table>

- Spanish Credits Explained: 50 = 5 Credits • 63 = 10 Credits • 70= 15 Credits

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Credit Awarded</th>
<th>Courses Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>15 credits</td>
<td>Humanities 116 117 118</td>
</tr>
<tr>
<td>Principles of Mgt.</td>
<td>5 credits</td>
<td>Business Admin. 189</td>
</tr>
<tr>
<td>US History</td>
<td>15 credits</td>
<td>History 146 147 148</td>
</tr>
<tr>
<td>World History or Western Civilizaton</td>
<td>15 credits</td>
<td>History 116 117 118</td>
</tr>
<tr>
<td>Principles of Acct.</td>
<td>15 credits</td>
<td>Accounting 201 202 203</td>
</tr>
<tr>
<td>Human Growth &amp; Dev.</td>
<td>5 credits</td>
<td>Lifespan Psy 200</td>
</tr>
</tbody>
</table>

Other exams that are offered, but no credits are available at WWCC.

- American Literature
- Analyzing and Inter. Lit
- Freshman Composition
- English Literature
- French College 1 & 2
- American Government
- Intro to Ed. Psychology
- History of US I
- History of US II
- Macroeconomics
- Microeconomics
- Intro to Psychology
- Social Science & History
- Intro. Sociology
- Western Civ. I
- Western Civ II
- College Algebra
- Trigonometry Algebra
- General Biology
- Natural Science
- Trigonometry
- Intro to Business Law
- Information Systems & Computer Applications
- Principles of Marketing
**Dantes/Military Credit**

Dantes scores on the 50th percentile or higher will be recognized for credit when they can be applied to a stated educational objective.

**International Baccalaureate (IB)**

The International Baccalaureate (IB) program consists of college level courses and exams for high school students. The College awards credits for higher level IB examinations that meet subject and score criteria agreed upon by the college departments that oversee each appropriate discipline. Please contact the Office of Admissions and Records for more information.

**College Costs**

During the 2013-2014 academic year, full-time tuition and mandatory fees are estimated to cost $4,357 for one year (15 credits per quarter for three quarters) for Washington State residents and $5,657 for out-of-state residents. Textbooks and supplies will average about $1,000 per year. Room and board, personal expenses, and transportation costs for one year will vary with the individual or family. Listed below are budgets, which represent possible cost patterns for which the College may award financial aid funds after personal or family resources are deducted.

**Collection of Financial Obligations Due the College**

Walla Walla Community College, an agency of the State of Washington, is required to collect all financial obligations lawfully due the College. Business Services conducts necessary collection activities. These activities include, but are not limited to, mailed statement and demand letter, assignment of the debt, plus collection charges to collection agencies, administrative holds on academic records, and/or administrative withdrawal of privilege to attend classes.

**Student Budget 2013-2014 School Year**

<table>
<thead>
<tr>
<th>Student Budgets</th>
<th>Dependent living with parent</th>
<th>Not living with parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees (est)*</td>
<td>$4,375</td>
<td>$4,375</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Rent/Food/Utilities</td>
<td>$3,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,370</td>
<td>$1,560</td>
</tr>
<tr>
<td>Misc./Personal</td>
<td>$1,670</td>
<td>$2,040</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$11,415.00</strong></td>
<td><strong>$17,975.00</strong></td>
</tr>
</tbody>
</table>

*Add $1,300 for non-resident tuition

**Refund Policy**

WWCC will refund tuition and refundable fees if official withdrawal from the college or course(s) occurs within the specified timeframe listed below.

<table>
<thead>
<tr>
<th></th>
<th>WWCC will refund tuition and refundable fees if official withdrawal occurs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Winter, Spring</td>
<td>Up to 100% refund on or before 5th day of the quarter.</td>
</tr>
<tr>
<td></td>
<td>Up to 40% refund from 6th day of the quarter through the first 20 calendar days.</td>
</tr>
<tr>
<td>Summer</td>
<td>Up to 100% refund on or before 4th day of the quarter.</td>
</tr>
<tr>
<td></td>
<td>Up to 40% refund from 5th day of the quarter through the first 20 calendar days.</td>
</tr>
</tbody>
</table>

*The Washington Online (WAOL) calendar for 100% refund dates may differ. There is no WAOL 40% refund period.

**Reduction of Credit Hours**

Tuition and fees may be partially refunded if students officially reduce their credit-hour load through the twelfth calendar day of the quarter for which the fees have been paid. The refund will be based upon the credit hours remaining on the student's schedule, and the date of the drop. Refund checks will be processed in Business Services and mailed within approximately three weeks to the address given by the withdrawing student. Students who withdraw or reduce their credit-hour load and have received any form of financial aid will be required to have the refund credited to the appropriate financial aid account.

**Increase in Credit Hours**

Tuition and fees will be recalculated for every increase in credits. The tuition/fee payment is due in full to Business Services on the same day the change is made. Students are responsible for monitoring waitlisted classes which may cause an increase in credit hours, tuition and fees.
Grading Policy

Grades and Grade Reporting
The WWCC grading system provides a permanent record of grade evaluations which reflect the student’s course achievement. Grades are available on the WWCC website approximately one week after the end of the quarter.

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 Records 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

A student with an incomplete grade in a prerequisite course may enroll in subsequent course. 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.

If the student does not complete the prerequisite course in the first three days of the subsequent quarter, the College will withdraw the student from the current course.

If the Incomplete is not made up in 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. The Incomplete grade will remain permanently on the student record and “0” grade points are earned if the Incomplete Grade Contract is not fulfilled.

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 Records. Withdrawals can be processed at the Office of Admissions and Records throughout any drop period. Students should refer to the class 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 not to exceed two subsequent and consecutive quarters may be given time to complete course requirements.

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.
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 Vice President of Instruction’s office to obtain the appropriate form, including signature.

- 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 not appear on the student’s transcript and will not be used in calculating the GPA. The excluded grades will remain as part of their permanent record, and a reference to the use of the grade exclusion policy will be made on the transcript.

- 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.

**Adding or Dropping A Course**

A student may add a course only during the first five days of classes (four days for summer) unless the course has continuous enrollment.

A student may drop a course based on the dates in the quarterly schedule. It is the student’s responsibility to initiate a drop online if within the first five days of classes (four days for summer), or complete the proper form at the office of Admissions and Records. Failure to drop a class or withdraw from school in a timely manner may disqualify a student from receiving a refund of tuition and fees and may cause the student to receive failing grades.

**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 access their quarter grades and all previous grades by viewing an unofficial transcript online.

**Grade Change**

Once a grade has been filed with the Office of Admissions and Records, the grade is regarded as final. Except for the conversion of Incomplete (I) and In-Progress (Y) marks, grade changes are accepted only under restrictive circumstances. These circumstances include:

- Clerical error in transcription or recording of grade.
- Instructor error in computation.
- Decision as the result of a grievance procedure.
- Grade resulted from academic dishonesty.
- At the end of each quarter, grade reports are posted for each student enrolled for credit. If an error or omission should occur on a student’s grade report, the registrar must be notified no later than the last day of the subsequent quarter; otherwise the issued grade becomes part of the student’s permanent record and cannot be changed.

**REPEATING A COURSE - GRADE FORGIVENESS**

A student may request grade forgiveness when repeating any course for which a grade of “C-” or lower was received. Students must submit a Repeat Class Request to have the highest grade calculated into the WWCC grade point average. As a result of their request, the courses with the lower grade will have an “R” identifier posted next to the grade in the permanent transcript.

All courses repeated for which a grade of “C” or better was earned will remain as part of the student’s record, and an average of those grades will be reflected in the cumulative grade point average.

The course must be repeated at WWCC or the repeat will not be shown on the WWCC transcript, and the grade point average will not be recalculated.

Note: Students planning to transfer to four-year institutions should be aware that many four-year institutions have strict policies on course repeats. We recommend checking with the transfer institution before repeating a class to determine course transferability.

Students receiving financial aid or veterans benefits should consult the respective office prior to repeating a course as financial penalties may be imposed. This procedure has no effect on admission criteria and procedures established for selected program areas.

**OFFICIAL TRANSCRIPTS**

Official transcripts are kept for all students who have completed admissions procedures and registered for credit. These transcripts are permanent records of the College.

Official copies will be forwarded to other institutions or individuals upon the student’s signed request to the Office of Admissions and Records. Go to www.wwcc.edu/transcripts for information and ordering. Transcript services are withheld when a student has an outstanding financial obligation to the College.

For the most current information see: www.wwcc.edu
Student Academic Responsibilities

1. Advising: Every student at Walla Walla Community College seeking to complete degree or program requirements is responsible for maintaining regular contact with a college advisor. All students receiving financial aid must have a college advisor.

2. Catalog Information: Every student at Walla Walla Community College is responsible for following guidelines and information provided in the WWCC catalog.

3. Course Requirements: Students at Walla Walla Community College are responsible for requirements as outlined by the instructor. This information may be included in the course syllabus.

4. Attendance: Students are expected to attend classes regularly to ensure the successful completion of coursework. Excused absences may be permitted at the discretion of the instructor for illness, official college activities, or personal emergencies. All coursework missed must be completed to the satisfaction of the instructor. The student is responsible for initiating procedures for make-up work. Career and Technical Education programs may require a minimum of hours of instruction before a student can take a licensing examination. Students should check with their instructor(s) to make sure the required hours have been completed.

5. Examinations: Students must take examinations at the time scheduled by the instructor. A request to take a final examination at another time must be approved by the instructor and the Vice President of Instruction. Proctored exams may be required for online courses and must be scheduled in the Testing Center or an approved testing location.

6. Student Progress: Students must work toward completion of degrees or certificates by working with their advisors to meet their intended educational goals in a timely manner.

7. Student Rights and Responsibilities: Students must adhere to the Rules of Conduct and Procedures of Enforcement as published in the student handbook and online.

NOTE: Students should contact the Vice President of Student Services for information regarding their rights and responsibilities while attending Walla Walla Community College.

Academic Standards Policy

Honors Recognition

Each quarter, except summer, the College recognizes student academic achievement for full-time students (15 credits or more within a program area exclusive of remedial courses and cooperative work experience credits) who meet the following minimum criteria:

Achieve a 3.85 GPA for the President’s List.

—OR—

Achieve a 3.50 GPA for the Vice President’s List.

Students with grades of I (Incomplete), Y (In-Progress), Z (No Credit), or an F are not eligible for honor roll recognition.

Plagiarism/Cheating

1. Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. A student must give credit to the originality of others and acknowledge indebtedness whenever:
   a. directly quoting another person’s actual words, whether oral or written;
   b. using another person’s ideas, opinions, or theories;
   c. paraphrasing the words, ideas, opinions, or theories of other, whether oral or written;
   d. borrowing facts, statistics or illustrative material; or
   e. offering materials assembled or collected by others in the form of projects or collections without acknowledgement.

People’s ideas may be contained in written text, visual text, multimedia products, including websites, music, and written text.

2. Any student who aids or abets the accomplishment of such activity as defined in subsection one (1) above shall also be subject to reasonable action by the instructor (see below).
3. An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism. Course of action might include, but not be limited to:
   a. student receive warning;
   b. student receive a lowered grade;
   c. student receive failing grade for the course;
   d. student dropped from course;
   e. student be referred to the Vice President of Student Services for violation of Student Code of Conduct

4. An instructor taking action against any student for an act of academic misconduct may report such action to the Vice President of Instruction and the Vice President of Student Services, as soon as possible, but no later than five working days after the incident. Any student subject to action of an instructor for a violation of this section may seek review of that action by referring to the Grievance Procedure for Instructional Issues.

**Academic Progress**

Workforce Program Student Progress: In response to strong workforce training demands and institutional goals of providing on-time completion and employment, Walla Walla Community College monitors student progress in attaining degrees or certificates. Student failure to make academic progress impacts the program enrollment opportunities and limits critical workforce program training capacity. Therefore student failure to do the following may impact their ability to progress in the program:

1. Students must demonstrate academic success by achieving a “C” grade or higher at the conclusion of each quarter on core workforce courses (excluding related instruction classes).
2. Students must demonstrate required industry skill standard competencies (course outcomes).
3. Students must demonstrate workplace safety practices.

Failure to meet any of the above may result in workforce program faculty recommending suspension from the program. Students should consult program handbook in the case of Nursing. Other workforce students failing to meet the above standards will be referred to the Vice President of Instruction, Workforce Education office for an instructional success plan form and/or grievance process.

**Veterans Academic Progress**

Persons receiving VA education benefits are subject to the following standards of progress:

All persons utilizing VA education benefits must maintain a minimum GPA to ensure continued VA support. For any quarter of study, the GPA must be 2.0 or above. A list of all grades with their respective grade points appears in this catalog under “Grading Policy”.

Persons who fail to make satisfactory progress will be placed on Academic Probation according to WWCC’s “Academic Standards Policy” located in this catalog. Persons who are placed on Academic Probation can be re-instated to regular status by earning a 2.0 GPA for the probationary quarter.

When a student fails to earn a 2.0 GPA or higher for three (3) consecutive quarters, unless successfully appealed through the Academic Standards Review Board, the individual will be terminated from receiving VA education benefits and the VA will be notified of the unsatisfactory progress. Every effort will be made to notify the VA within 30 days, although the monitoring process may take more than the allotted time.

Persons whose financial support has been discontinued for reasons of unsatisfactory progress will not be recertified for VA education benefits until satisfactory progress is maintained for the quarter in which re-admittance by the Academic Standards Review Board was allowed and they complete a meeting with their academic advisor.

Persons who receive a grade of Incomplete (I) or In-Progress (Y) must complete an Incomplete Grade Contract with the appropriate instructor and finish the incomplete in accordance with the established policy in the Registrar’s Office. If the incomplete grade is not removed by the end of the following quarter, it will be reported to the VA and will usually result in having to repay the VA a portion of the money previously received.

Full-time study is a minimum of 12 credit hours per quarter. However, a student is not required to be full-time in order to utilize VA education benefits; their award is adjusted accordingly.

Individuals cannot be certified for remedial courses offered online, audit, or other non-credit courses.

**Veterans Records of Progress**

Walla Walla Community College maintains adequate records to show the progress of each student receiving VA benefits. Specific procedures include the following:

- Records of withdrawals are filed and checked with the official schedule certified by the College for funding. Appropriate forms are submitted if funding levels are reduced or increased due to the schedule change.
- Records of re-enrollment for courses leading to degrees are checked against permanent records when a program change application is submitted. This ensures that all eligible persons pursue courses and programs for which they are certified.
- A cumulative transcript of progress is on file in each veteran’s or eligible person’s folder. Progress or lack of progress is monitored each quarter when grades are submitted for final review. The courses are double-checked with the original certification to make certain persons eligible are making progress in courses approved for funding. Transcripts of previous education and training are included with the transcript evaluation forms to show credit granted for prior educational experiences.

For the most current information see: www.wwcc.edu
ACADEMIC INFORMATION

Graduation Requirements

Graduation Process and Ceremony: Students may apply for graduation under the catalog year requirements in effect at the initial time of enrollment or any subsequent catalog year requirements, provided the student is continuously enrolled (excluding summer quarter).

Students nearing graduation must review graduation requirements with an advisor. After it is determined that the student will complete the coursework required, candidates must formally apply to receive their degree/certificate and to participate in the graduation ceremony. Applications are available online and at the Office of Admissions and Records. For individual certificate and degree requirements, please see the department section of the catalog or a degree audit (for the most recent two years), available online.

The June commencement is a graduation ceremony for those students who have completed or plan to complete their degree or certificate during fall, winter, or spring of the current school year, or the summer quarter immediately following. Participation is highly encouraged but not required.

Student Records (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), Walla Walla Community College enforces guidelines concerning information about the student’s permanent educational record and governs the conditions of its disclosure. Except as otherwise indicated, the College will not provide information contained in student records in response to inquiries unless the student has given written consent to the College. Exception will be made if knowledge of the information is necessary to protect the health or safety of the student or other individuals or disclosure is required by law. The following information may be released without notification to the student on a need-to-know basis, as it is representative of public directory information: student’s name, field of study, athletic information, date of completion, degree, and awards earned. The College provides additional information to military recruiters in compliance with federal Solomon Act requirements. Students who do not want their directory information released without their consent must file quarterly, a Non-disclosure Request to the Office of Admissions and Records.

- Student’s Name, Address (street & e-mail), and Phone Number
- Field of Study
- Enrollment Status (e.g., full-time or part-time)
- Athletic Information
- Dates of Attendance and Completion
- Degrees and Awards Received.

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