

The academic year is divided into two semesters. The College also has a shortened summer term. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course descriptions in the *College Catalog*. For enrollment verification purposes, a student must be enrolled in twelve credit hours (six hours during the summer term) to be classified as a full-time student. To be classified as part-time, a student must be enrolled in at least six credit hours (three hours during the summer term). In order to enroll in more than eighteen credit hours during a semester (eight hours during the summer term) a student must have permission from the dean of student services.

Grading System

- A Excellent.....4 grade points
- B Good.....3 grade points
- C Average .....2 grade points
- D Poor.....1 grade point
- E Failing .....0 grade points

INC Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an “INC” is one semester; otherwise, the student must repeat the course in order to gain credit. **The incomplete grade will convert to an E if not completed by the end of the following semester, excluding summer semester.**

W Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.

AU Audit. No credit.

R Denotes repeat course.

P Pass (credit but no grade points).

CR Denotes credit earned but no grade points awarded.

Course Repeat Policy

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student’s transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.

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