NON Grade Designations

POLICY:

All credit program letter grades earned in addition to ADWs and WTHs will be included in a student’s permanent academic record or transcript.

“I” designations (Incomplete) are non-grades received by students who have actively pursued the course and are doing passing work at the end of the course, but who have not completed the course’s final examination and/or other specific course assignments due to extenuating circumstances. “I” grades are awarded at the discretion of the faculty and must be supported by documentation and explicitly stated explanation of the nature of the circumstances.

A faculty member entering an “I” grade must indicate in the PSSA system all requirements which must be met by the student(s) for the removal of the grade “I”.

To remove an “I” grade, a student must complete all requirements by the mid-term of the following semester (not including a Summer term). If the completed course requirements are not received by the faculty by the deadline, the “I” grade will be converted to an “F” grade. When the faculty cannot be contacted for purposes of completion, the student should contact the department chair.

Students with an “I” grade will not be allowed to re-register for that course. However, if the “I” is changed to an “F” grade, the student may then re-register for that course.

AUD – Audit Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must follow all registration procedures and pay all appropriate charges. Audit status may not be changed after the close of registration. This grade will not be calculated in the student’s grade point average or as registered hours for the purpose of academic warning and exclude status.
NSW – No-Show Withdrawals
No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW). Students will be held accountable for the payment of tuition and fees of NSW courses. Federal financial aid cannot be processed for NSW classes. Students who do not attend at least one of the first two class sessions will be withdrawn from the class by the faculty and issued an NSW. Students who do not attend the first class session of a course which meets only once per week will be considered a no-show (NSW).

NSW – Center for Distance Learning (CDL)
Students registered in distance learning courses who fail to log-on to the Blackboard website of their course at least once on two different days within the first week of the term will be withdrawn from the class and issued an NSW.

Students are required to navigate each course they registered for during the term. Absolutely no tuition or fee refunds or adjustments will be given after these dates.

ADW – Administrative Withdrawals
Students who are not actively pursuing the course at midterm will be withdrawn from class and issued a grade of ADW (Administrative Withdrawal) by the faculty. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of required papers, work assignments and class attendance or measures as determined by the faculty.

A student who receives an ADW at mid-term and is reinstated may not elect to withdraw from the class at a later time. If a student receiving an ADW re-enrolls in that course, only the last grade received will be calculated in the GPA; however, both the ADW and the grades will appear on the permanent academic record and will be counted as registered hours to determine satisfactory progress, academic warning, and exclude status. ADW's received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA.

A student taking a Foundational Studies course who receives an ADW and is reinstated may not elect to withdraw from the class at a later time.

Distance learning students (CDL) who are not actively pursuing the course at midterm will be withdrawn from class and issued a grade of ADW. Active pursuit should be measured by the Blackboard (Bb) Course Statistics such as log in frequency, Gradebook, Discussion Board, electronic submission of assignments, and online assessments.

WTH – Student Initiated Withdrawals
It is the student’s responsibility to withdraw officially from courses. Failure to withdraw may result in mandatory payment of tuition/fees, forfeiture of financial aid eligibility, and/or a failing grade. A student may withdraw from a course prior to or on the date specified in the College Class Schedule if s/he has not already received an ADW or NSW. The student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances. A student initiated withdrawal must be requested on the college’s official withdrawal form. The WTH will appear on the student’s permanent academic record but will not be used to calculate cumulative grade point average. Student Initiated Withdrawals occurring after the Census date will be counted as registered hours.
Midterm Grades
Midterm grades are issued to students via the internet after the mid-point of the semester/term. They are provided as an indicator to let students know how they are progressing through their course work. Credit students receiving midterm grades below “C” should meet with the instructor to seek ways to improve their standing in the course. Grades can be accessed at (my.ccc.edu)