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
F 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 F 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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