

Grading

Letter grades and grade points are awarded to students to reflect their level of achievement of the objectives of a course. At the College, the letter grades which can be awarded include the following table:

A	Excellent achievement	4 grade points given	(course credits awarded)
B	Above average achievement	3 grade points given	(course credits awarded)
C	Average achievement	2 grade points given	(course credits awarded)
D	Minimal passing achievement	1 grade point given	(course credits awarded)
F	Less than minimal passing achievement	0 grade points given	(no course credits awarded)
CR	Achievement of objectives of course at C level or higher	No grade points given	(course credits awarded)
NC	Used to denote achievement of objectives of the course at less than C level under the CR/NC option	No grade points given	(no course credits awarded)
N*	Refer to footnote	No grade points given	(no course credits awarded)
I**	Incomplete	No grade points given	(no course credits awarded until student completes course)
W***	Official withdrawal from course	No grade points given	(no course credits awarded)
L	Audited Course	No grade points given	(no course credits awarded)
CE	Credit by exam	No grade points given	(course credits awarded)
NCE	No Credit by exam	No grade points given	(no course credits awarded)
PBA	Portfolio Based Assessment	No grade points given	(course credits awarded)

*N grade indicates that the student has worked conscientiously, attended regularly, finished all work, fulfilled course responsibilities, and has made measurable progress. However, either the student has not achieved the minimal student learning objectives and is not yet prepared to succeed at the next level, or the student has made consistent progress in the class but is unable to complete the class due to extenuating circumstances, such as major health, personal or family emergencies.

**I grade (Incomplete) is a temporary grade given at the instructor's option when a student has failed to complete a small part of a course because of circumstances beyond his or her control. The student is expected to complete the course by the designated deadline in the succeeding semester. If this is not done, the "I" will revert to the contingency grade identified by the instructor.

***W grade indicates that the student officially dropped/withdrew from the class. If the student dropped/withdrew during the erase period, the record of the registration does not appear on the transcript. Refer to the Academic Calendar or Schedule of Classes for drop/withdrawal deadlines.

Grade Point Average

A student's grade point average is computed by dividing the student's total grade points earned by the total credits attempted, excluding the credits for classes in which grades of I, W, N, CR, and NC were awarded. Although I, W, N, and NC are not included in the grade point average, students are advised that some colleges, especially graduate and professional schools, do not look favorably upon transcripts containing these grades. Similar attitudes occur among some employers and scholarship grantors.

Repeating Courses

A student may repeat any course taken at the College but will receive additional credit only if the course description in the catalog states that the course may be repeated for additional credit. With the exception of courses which specifically allow repeating for additional credit, credit will be allowed only once for a course, and the student will receive the higher grade and grade point. The lower grade, however, shall remain on the student's record. In cases where a student earns multiple F grades for the same course, only the most recent course shall be used to calculate the grade point average (GPA) and prior F grades shall be excluded.

Dean's List

Each semester the Dean's List recognizes students who have achieved academic excellence at the College. Students who have earned 24 credits at the College, who have a current and cumulative grade point average of 3.5 or better, and who have no N or NC grades in the current semester are automatically placed on the Dean's List, which is noted on their transcript.

Credit/No Credit Option

The Credit/No Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point averages. No grade points are given for courses taken under this grading option. Course credit is awarded for courses completed at Windward Community College with certain restrictions. This grading option is not offered in all courses and students majoring in a particular program are not permitted to take a major required course with the CR/NC grading option. The student should consult the instructor's course outline to determine if this option is available in a particular course. If this option is available, the student must submit the completed CR/NC Option form to the Admissions & Records Office by the deadline. Once the CR/NC Option is submitted, the CR/NC cannot be changed. Refer to the Academic Calendar or Schedule of Classes for deadline date.

Auditing

No credit is given for an audited course. The grade of "L" will be recorded for the course on the student's transcript.

Auditors must complete all admission and registration requirements and procedures, including the payment of tuition and fees. Students are permitted to audit certain classes with the written consent of the instructor. Students who want to audit a course must submit the completed Audit Request Form to the Admissions & Records Office by the deadline. Refer to the Academic Calendar or Schedule of Classes for deadline date.

Grade Reports

Grade reports may be viewed online at the end of each semester. Students must report any errors on their grade report to the Admissions & Records Office within 7 calendar days following the end of term.