

Academic Information

Academic Honors

Dean's Honor List

Those students who officially complete (as shown on their transcript) 12 or more degree applicable units in a semester and earn a grade point average between 3.0 and 3.74 are placed on the Dean's Honor List.

Honors at Graduation

Students whose cumulative grade point average (excluding non-degree credit courses) is 3.30 or higher will graduate with honors. High honors are awarded to those graduating with a cumulative grade point average (excluding non-degree credit courses) of 3.75 or higher. **Spring grades will not be used in computing the grade point average for the graduation ceremony, but will be used in determining the final grade point average for the diploma.** All transfer work from other colleges will be used in computing grade point average at graduation.

President's Honor List

Those students who officially complete (as shown on their transcript) 12 or more degree applicable units in a semester and earn a grade point average of 3.75 or above are placed on the President's Honor List.

Acceptance of Transfer Credits

Evaluation of other college coursework must be requested by students through the Fullerton College Counseling Department. Students transferring from colleges accredited by the following recognized regional accrediting associations will be granted lower division credit for courses entered on official transcripts (MSA, NASC, NCA, NEASC-CIHE, SACS, WASC).

Students requesting credit for previous coursework from foreign colleges or universities must have their transcripts evaluated by an approved credential evaluation service. Students may only receive elective credit for up to 30 units of lower division coursework.

Transferring units will be posted at the time of graduation.

Adding or Dropping a Class

All adds, drops, and withdrawals are to be completed ONLINE through myGateway by the established deadline dates. If the student receives an Add Authorization Code from an instructor, it is the student's responsibility to process the add using myGateway on or before the deadline. Failure to do so will result in not being officially enrolled in the class.

A student will not be permitted to add a new full-term class after the end of the third week of school. For adding short-term courses (less than a semester in length) or late-start courses, the student should review the class schedule for published deadline dates.

Section Change

A section change denotes dropping a course and replacing it by transferring to different hours, days, instructor for the same course and/or transferring from a lower to a higher OR a higher to a lower level course. Courses must meet within the same date range.

Attendance

Regular and prompt attendance in class and laboratory sessions is expected of every Fullerton College student. Students, therefore, should be thoroughly informed of and should comply with the following attendance regulations:

Attendance at the first class meeting is advised because of enrollment demands. Any student not reporting to the first class may be dropped by the instructor; **however, it is the student's responsibility to officially drop the class. Do not rely on instructor to drop the class. Non-attendance does not constitute an official drop. Failure to officially withdraw may result in a failing grade.**

Absences

By direction of the Chancellor of Community Colleges of California, attendance shall be taken at all class sessions. Absences are handled as follows:

After a student accumulates an excessive number of unexcused absences in any class (more than the number of times the class meets per week), an instructor **may** file an Instructor Drop Form in the Admissions and Records Office requesting this student be withdrawn from the class. The absences may be consecutive or nonconsecutive. This request will be processed by the Admissions and Records Office and the student will be withdrawn from the class. Refer to the course syllabus for class attendance policy.

Illness and Authorized Absences

1. If a student accumulates an excessive number of absences due to illness or other reasons, and the instructor feels that the student can no longer profitably continue in the course, the instructor **may** drop the student from class.
2. A student who must miss one or more classes because of a field trip or other authorized activity, such as athletics or music groups, may obtain an Authorized Absence Excuse from the instructor under whose supervision the activity will occur. The student shall have this excuse signed by the instructors of the classes that will be missed before the absence occurs. It is recommended that this form be completed at least two days before the activity. The signed excuse must be presented to the instructor in charge of the activity.
3. No absence excuses a student from making up the work missed. Students should realize that every absence may adversely affect their grades.
4. In the event a student is absent for a prolonged period of time, it is expected that the student will make contact with all instructors immediately to advise the instructor of this absence and the reasons behind it. The instructors can then decide whether or not the student may continue in the class or withdraw. It should be noted that failure to make this contact and follow through with the instructors could result in the student receiving a substandard grade in the class.

For additional information, refer to the Withdrawal Policy.

Audit Policy

Auditing of designated, approved college courses is permitted under specific conditions. Students may audit a designated course only if they have previously taken the course and received a passing grade and/or taken the course the maximum times allowable at Fullerton College.

An enrolled student choosing to audit a course must file a "Petition to Audit" form in the Admissions and Records Office **no later than the add deadline of the course**. Once the request has been made, students will not be permitted to change from an audit to a credit status.

Fees charged for auditing college courses are subject to change. See the Admissions and Records Office for current information. The fees per unit do not include the additional mandatory health fee. All students are strongly encouraged to purchase the campus photo ID card. All fees are payable at the time of submitting the petition. **(Fees are not refundable.)**

Audit petitions and procedures are available in the Admissions and Records Office.

Classification of Students

Students are classified based on their class load as follows:

| | |
|-----------|---------------------------------|
| Full-Time | Enrolled in 12 or more units |
| Part-Time | Enrolled in fewer than 12 units |
| Freshman | Fewer than 30 units completed |
| Sophomore | 30 or more units completed |

The minimum unit load to be classified as a full-time student is 12 units. A maximum load for any student is 19 units. A student may, with counselor's approval, carry a load of 20 or more units if, during the preceding semester, an average of at least 3.0 for each unit of credit in a total program of 12 or more units was earned.

It may be pertinent for students to consider the following semester unit requirements for particular privileges and activities:

Associated Students Elected Office: 9 units per semester

Athletic Eligibility: Full time: 12 units including P.E. classes

Veterans Benefits — Full time: 12 units per semester; 3/4 time: 9 units per semester; 1/2 time: 6 units per semester.

Work Study and Financial Aid — Full time: 12 units per semester; 3/4 time: 9 units per semester; 1/2 time: 6 units per semester.

Work Hours/Class Guidelines

For each hour spent in class, a student should plan to spend about two hours a week in study and homework. Thus, a full load of 15 units plus study time may require 45 hours a week — more than a full-time work week. Following are suggested work hours/class guidelines:

| WORKING HOURS/WEEK | UNITS |
|--------------------|---------|
| None | 12 - 16 |
| 10 | 10 - 11 |
| 20 | 7 - 9 |
| 30 | 3 - 6 |
| 30+ | 1 - 3 |

In order to maintain an academic balance, the following information should be considered:

1. Students can expect to spend at least three hours (one in class and two outside of class) per week for each unit taken.
2. Employment time and college time combined should not exceed 60 hours weekly.
3. Students should distribute study time appropriately for each class — often preparation for a lecture class differs from preparation for a laboratory class.
4. Students should consult frequently with their instructors — their office hours are designed for that purpose.
5. To assist in their academic success, students should use the tutoring services, the library, counselors, and other support services.

Course Progression

Students are expected to take courses on an accepted progressive basis. Students will not receive credit for classes which are considered lower in degree of advancement than those already completed.

Course Repetition

PASSING GRADE

A course in which a student has earned an "A," "B," "C," "CR" or "P" may only be repeated as indicated in the catalog. (Refer to the skills, performance, or activity section below)

Once a student has completed the maximum number of allowable repetitions, a student may be blocked from registering in this course. However a student may file a petition for an exception in the Admissions and Records Office. This petition must be approved before the student will be permitted to register.

SUBSTANDARD GRADE

Beginning with the Fall 2008 semester, students who have recorded a substandard grade of either "D," "F," "NC" or "NP" will be allowed to register to repeat the same course. In the 2nd attempt if a substandard grade or a "W" is earned, a petition may be filed in the Admissions and Records Office to request a third attempt but it must be approved before a student may register.

When repeating a course with a substandard grade and submitting an Appeals Petition, the highest grade earned will count toward the grade point average and remaining grade(s) will be discounted or forgiven. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, insuring a true and complete academic history. (Refer to Appeals Petition under College Policy and Rules)

SKILL, PERFORMANCE, OR ACTIVITY

Courses that develop similar skills (a) at increasingly sophisticated levels of practice, and/or (b) that are applied to different content (such as a drama course in which students master increasingly demanding roles in different plays) may be offered as repeatable courses.

Each such repetition of a course must be designated to create a discernibly higher level of achievement such that the academic progress is clearly defined and the grading standards increase substantially with each repetition.

The course description will indicate whether a course may be repeated and the number of times it may be repeated.

A student may take the repeatable course for credit for up to 4 times or the number of times the college has specified.

Repetition of classes to meet legally mandated training requirements is allowed.

RECENCY

Per section 55043 of the Education Code, "students may repeat a course due to a significant lapse of time." Students who believe they have exceptional circumstances may submit a Petition to Repeat a Course. Petition forms are available in the Admissions & Records Office.

WITHDRAWAL

Per section 58161.5 of the Education code, students shall not be allowed to enroll in the same course in which they have previously received four "Withdrawals" within the college district.

Credit By Examination

The basic purpose of Credit by Examination is to allow unit credit for prior or advanced knowledge of class material by the student. Currently enrolled students may be permitted to obtain Credit by Examination in subject matter fields in which they are especially qualified through previous training or experience for which credit or advanced placement has not previously been given. Only those courses approved for Credit by Examination will be eligible. Examinations will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as a student who successfully completes the course.

Credit by examination is available under the regulations listed below:

1. Any currently enrolled student not on academic probation may challenge a course subject to the approval of the division offering the course. Not all courses may be challenged. Divisions allowing credit by examination are Business and Computer Information Systems, Fine Arts, Natural Science (BIOL 101 F and BIOL 102 F **only**), and Technology and Engineering. Contact the appropriate Division Office for information.
2. A student may challenge and receive credit for a maximum of twelve semester units. **EACH COURSE MAY BE CHALLENGED ONLY ONCE.**
3. The student has the option of receiving an earned letter grade on the transcript for all challenged courses.
4. The division may stipulate that a grade of credit (CR) will be granted instead of a letter grade.
5. No student will be allowed to challenge a course less advanced than that which the student has already completed, and no challenge will be allowed for a course in which the student has previously enrolled and received a grade.

6. No challenge will be allowed for a course in which a student is enrolled after the first two weeks of the semester.
7. A student who has previously audited a course cannot earn credit by examination.
8. Resident students must pay enrollment and health fees; non-resident students must pay the enrollment fee, health fee, and non-resident per-unit tuition.
9. Students on fee waivers must pay the enrollment fees for credit by examination.
10. Credit will not be posted to the transcript until all fees, fines, or holds have been resolved.

Procedure:

To initiate a petition for Credit by Examination, the student must confer with either an instructor teaching the course or the appropriate Division Dean. If it is determined that the student's prospects for success in the examination are satisfactory, the student will complete the Credit by Examination petition, obtaining the signatures of the instructor and the Division Dean. Petitions are available in the division offices. The time and place of the examination, its content, and the arrangement for its administration are determined by the division.

Distance Education — Online, Hybrid, TeleWeb

At Fullerton College, Distance Education offers students an alternative to the traditional on-campus classroom learning environment. Distance Education courses provide the same high quality instruction for students who want to take a class or earn their college degree with scheduling that is generally more accommodating and accessible. Distance Education courses are generally accepted by most transfer institutions. However, students wishing to use a Distance Education course for a specific transfer requirement should consult with a counselor.

The registration process, fees, and academic credit are the same for Distance Education courses as for traditional on-campus classes. To register for classes, visit www.fullcoll.edu and click on WebStar.

Distance Education courses are listed in the class schedule and can also be found online by visiting <http://www.fullcoll.edu/classschedule/> and clicking on the searchable class schedule or by clicking on pages that are linked to Distance Education information. For course specific questions, visit or email the instructor of record listed in the class schedule. For general Distance Education questions, visit <http://online.fullcoll.edu> and click on "FCOnline Help" or e-mail the staff at fconline@fullcoll.edu.

Online courses are delivered entirely or mostly online. Students interested in this format should have access to a computer that meets system requirements, be comfortable navigating the Internet, and be prepared to attend mandatory on-campus meetings for course orientation and/or exams. Students complete coursework using technology such as e-mail, multimedia, voice mail, chat rooms, message boards, and listservs.

Hybrid courses combine Internet work and campus attendance with 51% or more of the course taught on campus.

TeleWeb courses are taught through the use of cable television broadcasts and online technologies. For viewing information, including cable company and city listing, visit <http://online.fullcoll.edu>.

Evening and Weekend College

The evening and weekend course offerings of the college provide an opportunity for students to pursue their education in the late afternoon, evenings, and on weekends. Requirements for most two-year vocational majors or for the lower-division transfer programs of most four-year colleges can be completed. The faculty is selected from the regular college staff and from highly qualified practitioners who are employed part time by the college to teach in their specialty.

Evening and weekend college classes are a part of the regular college program and carry the usual college credit for degree and residence purposes. Students may enroll in day or evening classes, or both, as their needs dictate. All evening and weekend classes are planned and supervised by the regular administrative staff of the college.

Grading System

Grades and Grade Point Average

Student performance in courses is indicated below. Grades which carry point value, and which are used in determining the grade point average (GPA), are as follows:

| Symbol | Definition | Grade Points Per Unit |
|--------|---------------------------------|-----------------------|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Satisfactory | 2 |
| D | Passing, less than Satisfactory | 1 |
| F | Failing | 0 |

The following are not part of the GPA computation:

| | | |
|----|------------|---|
| P | Pass | at least satisfactory — units awarded not counted in GPA |
| NP | No Pass | less than satisfactory, or failing — units not counted in GPA |
| W | Withdrawal | No units granted |

The meaning of each symbol is as follows:

A — Superior or Excellent (4 grade points). Honor grade indicating excellence earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; ability to deal resourcefully with abstract ideas; superior mastery of pertinent skills; and promise of success in field relating to the subject.

B — Better than Average — Good (3 grade points). Honor grade indicating competence earned as a result of high examination scores; accurate and prompt completion of assignments; ability to deal well with abstract ideas; commendable mastery of pertinent skills; and promise of continued success in sequential courses.

C — Average — Satisfactory (2 grade points). Standard college grade indicating successful performance earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; ability to deal with abstract ideas; average mastery of pertinent skills; and sufficient evidence of ability to warrant entering sequential courses.

D — Less than Satisfactory (1 grade point). Substandard grade indicating the meeting of minimum requirements only earned as a result of low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; or insufficient evidence of ability to make advisable the enrollment in sequential courses.

F — Failing (no grade points). Non-passing grade indicating failure to meet minimum requirements earned as a result of non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills; or repeated absence from class. "F" grades are figured in total units attempted in computing the grade point average.

How to Calculate a GPA

1. Multiply the grade value of the course by the units attempted for that course. The product of this multiplication will be the grade points.
2. Divide the cumulative grade points by the cumulative units attempted.

Example:

| Course | Grade Value | Multiply | Units Attempted | Equals | Grade Points |
|------------|-------------|----------------|-----------------|--------|--------------|
| MATH 100 F | A = 4 | x | 4 | = | 16 |
| ENGL 060 F | B = 3 | x | 4 | = | 12 |
| GEOG 100 F | C = 2 | x | 3 | = | 6 |
| PE 130 F | D = 1 | x | 2 | = | 2 |
| PHIL 100 F | F = 0 | x | 3 | = | 0 |
| | | TOTALS: | 16 | | 36 |

Divide 36 (Grade Points column) by 16 (Units Attempted column) and the G.P.A. = 2.25

Pass/No Pass Policy (formerly known as Credit/No Credit)

Courses in which **P (Pass)/NP (No Pass)** grading is allowed are designated in the class schedule and in the course descriptions in this catalog. P/NP is not the same as auditing.

P — Pass is equivalent to the satisfactory grade of "C." "P" will award units completed, but will not be computed into the grade point average.

NP — No Pass is a substandard grade, equivalent to the grades of "D" or "F." "NP" grades will not be computed into the grade point average, but will enter into calculations for progress probation.

If a course is listed in the College Catalog as "Letter Grade or Pass/No Pass Option," a student choosing to take the course with a P/NP grade must file a "Pass/No Pass Grade Request" form in the Admissions and Records Office **no later than the add deadline of the course. Once the request is submitted, the grading option is not reversible.** Students may enroll in up to six units each semester in courses with a PASS/NO PASS option.

Students should investigate the policies of the institutions to which they may wish to transfer to determine the acceptability of P (pass) grades in courses in the student's major, since many universities and colleges do not accept P (pass) grades in such courses. Many institutions will consider an NP (No Pass) as a failing grade. Likewise, students planning for graduate work should realize that some graduate schools do not look favorably on P grades.

Non Evaluative Grades

I — Incomplete. Incomplete academic work at the end of the term caused by unforeseeable, emergency and justifiable reasons may result in an “I” symbol being entered in the student’s record. The condition of removal of the “I” and the grade to be assigned shall be stated by the instructor in a written record. This record must be given to the student with a copy on file with the Admissions and Records Office until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

The “I” must be made up no later than one year following the end of the term in which it was assigned.

A student may petition for a time extension due to unusual circumstances through the Admissions and Records Office. A student **may not re-enroll in a class for which an “I” symbol is shown on the student’s transcript.**

IP — In Progress. The “IP” symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative grade must await its completion. The “IP” symbol shall remain on the student’s transcript in order to satisfy enrollment documentation.

MW — Military Withdrawal. Upon verification of military orders, the symbol “MW” will be assigned to students who withdraw from courses. Military withdrawal shall not be counted in progress probation or dismissal calculations.

RD — Report Delayed. The “RD” symbol may be assigned by the Dean of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

W — Withdrawal. A “W” is a grade indicated when the student has withdrawn from a course. It is not included in the grade point average computation. (See “Withdrawal Policy.”)

Assignment of Grades

The final grade is wholly within the responsibility of the instructor, regardless of whether it is an A, B, C, D, F, CR, NP, or I.

Please Note: In a number of courses, principally in English, foreign languages, science and mathematics, a student may not progress to a more advanced study in a subject in which the student has received a “D” grade except by the special permission of the instructor of the more advanced course.

Non-Degree Credit Courses

Non-degree credit courses are courses that earn credit, but are **not** counted toward the 60 units required for the associate degree. Non-degree courses are intended to assist students in performing the skills needed for college level courses. Non-degree courses do apply toward residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status. The degree or non-degree credit status is indicated at the end of every course description.

Honors Program

College Center, Room 225, 2nd Floor (effective Oct, 2007)

The Fullerton College Honors Program is designed to meet the needs of students who seek a challenging educational experience that goes beyond the regular degree program. The Honors Program incorporates a stimulating interdisciplinary approach for a more in-depth investigation of topics. Classes are kept intentionally small (20-25 students) to facilitate the discussion/seminar rather than lecture format. A reduced class size also encourages a more collaborative learning experience where students from different backgrounds and disciplines can interact more freely with each other and with the faculty members who teach these courses. The holistic approach of Honors instruction strives to develop social and leadership skills in addition to intellectual and academic abilities. Towards this end, students enrolled in Honors courses will participate in field trips, social events, and leadership training. Other Honors activities include an Honors lecture series and the opportunity to attend regional and national Honors conferences.

Honors students are eligible for many other benefits. These include eligibility for special scholarships at Fullerton College and the opportunity to apply for Honors scholarships at four-year transfer institutions. Honors students may also apply to the Collegiate Honors Council. Honors students will have Honors sections designated on their transcripts, and students who complete the Honors Program requirements will have a special designation on their transcripts and degrees. Students in the Honors Program will also be eligible for priority and/or guaranteed transfer in their major to selected colleges and universities. For further information and application forms, please contact the Honors Program at Fullerton College at (714) 992-7370 or visit our website at <http://honors.fullcoll.edu>.

Learning Communities

Learning Communities are classes that work together and often use common themes, readings and assignments. Classes often meet General Education and transfer requirements. Instructors work closely together so learning becomes relevant and fun. Students learn in a friendly and supportive environment that promotes success.

Remedial Limitation

The State of California has implemented a regulation limiting the number of units students can earn for remedial/pre-collegiate basic skills courses to 30 semester units. In accordance with those guidelines, the North Orange County Community College District has established the following policy (AB 1725 Chapter 973, Statutes of 1988).

Basic Skills Courses

Basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. The North Orange County Community College District has designated certain courses as remedial/pre-collegiate basic skills courses. These courses include reading, writing, computation, learning skills, and study skills designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer and occupational courses.

Exemptions

All remedial courses taken by students enrolled in English as a Second Language courses are exempted. Students identified by the District for learning disabled programs are also exempted. When, because of closed enrollment, students are unable to enroll in the next higher level ESL course, they do not lose their exemption status. Students with documented disabilities may petition the Admissions and Records Office for exemption status on a case-by-case basis.

Review and Release of Information

All student records of Fullerton College are maintained in accordance with the provisions of the Family Rights and Privacy Act of 1974. Copies of the complete text of this act are available in most libraries (see "Family Educational and Privacy Rights" in *Shepherd's Acts and Cases by Popular Names*). The two basic elements of the Act are the student's right to review and challenge his/her record and the conditions under which information in the record can be released to outside parties.

1. Students may request access to challenge the correctness or appropriateness of any part of the record. However, students are advised that grades, though a part of the record, are considered final as assigned by the instructor and can only be challenged on the basis of clerical error, fraud, bad faith, or incompetence. Refer to Grade Changes for additional information.

Students requesting to review their own records **must present proper photo identification.**

2. Student information (except for directory information) cannot be released without signed permission of the student. However, student information will be released to those legally entitled to access under this Act. Directory information may include
 - 1) Student participation in officially-recognized activities and sports including weight, height and high school of graduation of athletic team members.
 - 2) Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's Honor List recognition.

Additionally, under the Solomon Amendment, all branches of the United States Armed Forces may request telephone numbers and addresses of all students age 18 to 35 for recruitment purposes.

Currently enrolled students may request the information listed above be kept confidential. A "Notice to Deny Disclosure of Personal Information" must be filed in the Admissions and Records Office within the first two weeks of the semester. In the absence of having this form on file, the college may release information to any person or agency requesting such information.

3. The law requires consent of the student or a court order before the District may release student records. When student records are subpoenaed, the student will be notified by mail to the last address on file of any such access, and the student shall have the right to request a copy of any information released in this manner.
4. Any questions regarding the student's rights under this act should be directed to the Dean of Admissions and Records.

Study Abroad

The Study Abroad Program provides students with opportunities to enrich their educational experiences by studying abroad for a semester or a summer term, depending on the program, while receiving Fullerton College units. The program normally offers only courses that can be enriched by the foreign environment. In addition, students gain a multicultural experience by living in a society that is different from that of the United States.

Fullerton College works jointly with Cypress College of the North Orange County Community College District in offering this program. On several occasions Fullerton and Cypress have cooperated with other community college districts in the Study Abroad locations.

The foreign locations and the courses offered vary from semester to semester. Over the past decade Fullerton College has offered courses in Costa Rica, Great Britain, France, Italy, Austria, Spain, Australia, Ireland and the Czech Republic. The program in Cambridge, England has been repeated six times since its inception in 1986.

The courses offered in this program are Fullerton and Cypress courses, most of which meet degree and transfer requirements, either as general education courses or elective units. Fullerton and Cypress faculty teach most of these courses, although the program sometimes employs local instructors who teach these courses according to the colleges' course outlines.

There is an application process for interested students, beginning early in the semester prior to departure to the foreign location. For further information, call 992-7000 x25004 or visit the website: <http://studyabroad.fullcoll.edu>.

Tests/Exams

Class instruction includes frequent examinations throughout the semester so that students can judge their progress. Final examinations are required in all courses as a requirement for credit in the course.

Wait Time for Late Instructors

Instructors are to include on their course syllabi or to notify their students at the first class meeting that if, due to unforeseen emergencies, the instructor does not arrive at the scheduled start time for class, students are to remain in class for fifteen minutes (unless otherwise notified by the division). If they do not receive notification to wait for their instructor to arrive, after fifteen minutes the students may leave with no penalty for absence or assigned work due for that class meeting.

Withdrawal Policy

For the purpose of this policy, a "W" is viewed as an indication that the student has withdrawn from a course without affecting the student's grade point average. Failure to officially withdraw by the established deadline date may result in the assignment of an "F" grade for the course.

Instructor Initiated

Through 75% of the course, a student **may** be withdrawn if no longer participating in the course. Definitions of non-participation shall include, but are not limited to, excessive unexcused absences. Refer to the Attendance Policy for additional information.

Student Initiated

STUDENT RESPONSIBILITY — While an instructor officially may withdraw a student who has poor attendance, it is the **student's responsibility to withdraw** if the student does not continue in attendance. All student withdrawals are to be completed ONLINE through myGateway by the established deadline date. Failure to do so may result in the student receiving a failing grade.

Recording on Transcripts

No "W" shall be recorded on the student's transcript when withdrawing from a course according to the following guidelines:

- A. **Full Term Courses:** withdrawal prior to the fourth week of the term.
- B. **Short Term Courses** (meeting less than the full term length): withdrawal by the 20% point of the length of the course.

A "W" will be recorded on the student's transcript when withdrawing from a course according to the following guidelines:

- A. **Semester Length Courses:** withdrawal during the fourth week through the fourteenth week of the semester.
- B. **Short Term Courses** (courses less than a semester in length): withdrawal after the 20% point through 75% point of the course.