



2018-2019 Catalog Addendum July 2018

The current Westmoreland County Community College Catalog covers the 2018-2019 academic year. This addendum lists programs of study and college policies that are new or have been updated after April 2018. Students should speak with their advisor or counselor if they have questions regarding these changes.

All information in this addendum is effective July 2018 unless otherwise noted.

Grading System Policy

The board of trustees shall authorize the college administration to develop and institute policies and procedures pertaining to grades.

Grading and Academic Record Symbols Policy

Purpose: As Westmoreland County Community College is dedicated to maintaining academic integrity and student success, this policy ensures compliance with federal Title IV guidelines, other college policies, and provides comprehensive assessment components. Further, it specifies the each course taken for academic credit will be assigned a final grade by the faculty who delivers instruction.

Scope: Credit bearing courses at Westmoreland County Community College

Policy: Courses shall be graded using the grading system established by Westmoreland County Community College and made available to students.

The grading and academic record symbols are as follows:

Evaluative Symbols	Explanation	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing (Less than satisfactory)	1.0
F	Failing	0.0
N	Failing due to lack of academic-related activity	0.0

Non-Evaluative Symbols	Explanation
I	Incomplete
IP	In progress
W	Withdrawal
M	Military withdrawal
MW	Medical withdrawal

Academic Forgiveness

Students returning to Westmoreland County Community College after a four-year absence may petition that the credits with D and F grades earned during their previous enrollment at the college be removed from the computation of the cumulative grade point average. This petition may be made only after completion of 12 new credits with a grade point average of 2.0 or higher for these 12 credits. Once approved, previously earned credits with D and F grades are not used for calculating the student's grade point average, however, they remain on the transcript with an appropriate notation. Students should meet with the counselor or their faculty advisor to initiate the process. This is not included in the Satisfactory Academic Progress for federal financial aid, and is only applicable to your Westmoreland GPA.

Repeating Courses

Students may repeat courses; however only the grade and credits earned the last time will be included in the calculation of grade point average.

Incomplete Grades

"Incomplete" is appropriate when the student has completed most of the course requirements, and has contracted to make up the remaining or outstanding work. The grade of "incomplete" is given only at the discretion of the instructor if, in the instructor's judgment, the student has furnished satisfactory evidence that the work cannot be completed because of illness or other extenuating circumstances. The incomplete (I) automatically changes to an F grade if the work is not completed by the date specified by the instructor, not to exceed one semester.

Grade Appeal

All final grades posted on a student's grade report at the end of a semester are considered correct unless a question is raised within one year of its recording. Students should address inquiries or appeal to the instructor of the course within one year from the end of the courses.