

# Chapter 5

# GRADES & RECORDS



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## Address Change

Students must advise Student Services of any address change to facilitate sending correspondence to the students' correct address. Address changes can be submitted online via WebAdvisor or a paper form may be obtained from the Registration and Records Office.

## ATTENDANCE

### Attendance Policy

Regular, punctual attendance is required in all credit courses. Each instructor will inform students by means of a syllabus of attendance requirements at the first class meeting. Any class or lab session missed, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for all instruction missed, regardless of the reason for the absence. The student will be held responsible for notifying the instructor of any anticipated absences. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence.

The College reserves the right and has the responsibility to obtain a doctor's release when it is determined that a student's absence has been the result of a serious medical problem that might jeopardize the health of the student or other students. Programs involving clinical or off-campus assignments may require telephone notice of all absences. The College has no leave of absence policy for students.

### Reserve and Guard Training

The College recognizes the need for military reserve and National Guard training and will cooperate with the military in arranging for such absences. The College strongly recommends that military reserve and National Guard training be completed during the summer break. Absences during the regular term usually cause hardships, since a great amount of classroom time is lost. Some laboratory and practicum experiences are impossible to accomplish either ahead of schedule or away from the campus. Please contact the Dean of Student Services if there is a conflict with school and military training. The College will assist you in requesting a change in your annual training to minimize conflict with your College classes.



## GRADUATION

### Graduation Awards/Honors

Southeast Community College awards the following:

- **Associate of Applied Science Degree (A.A.S.):** Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed Program of Study.
- **Associate of Arts Degree (A.A.):** Awarded upon successful completion of a minimum of 90 quarter credit hours of a prescribed Program of Study. This degree is usually awarded to a student who completes the first two years of the Academic Transfer program.
- **Associate of Occupational Studies Degree (A.O.S.):** Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed program or course of study.
- **Associate of Science Degree (A.S.):** Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed Program of Study in the Academic Transfer Program.
- **Diploma:** Awarded upon successful completion of a minimum of 45 quarter credit hours and the requirements of a prescribed Program of Study.
- **Certificate:** Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

## Graduation Rates

Graduation completion rates are available at the campus Student Services Office upon request.

## Graduation Requirements

All students are required to meet certain requirements before they are permitted to graduate from any program at SCC. The number of credit hours required for graduation is based on specific program credit hour requirements.

Students must meet all the following criteria to be approved for graduation:

1. A student must meet all graduation requirements for a Program of Study and all other campus graduation requirements.  
A student must have a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
2. The minimum cumulative grade-point average (CGPA) for graduation purposes is 2.0. Extenuating circumstances, involving GPA or other requirements, may be considered by the Vice President for Instruction.
3. Students who have been continuously enrolled in a Program of Study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment (except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student's time to complete the program) or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, but return within 3 years of when they last attended, will be allowed to graduate under the catalog of their initial enrollment with the approval of the division dean.
4. Students will not be eligible for graduation if a grade of "F" (Failure), "I" (Incomplete), or "NP" (No Pass) in a required course remains on the student's transcript.
5. Students must be free of any financial responsibility to the College prior to graduation.
6. All students must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office by the end of the second week of the term in which they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the campus Student Services Office.
7. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained.
8. A minimum of one-third of the credit hours required for a degree must be completed at SCC for SCC to be the degree-granting institution. See "Advanced Standing."
9. Certain Programs of Study may require specific assessment activities as a graduation requirement.
10. Please note that those courses with a zero as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements. Example ENGL 0810.

## Advanced Standing

The three methods the College has established for students to gain advanced standing are: transfer credit, credit by waiver and credit by examination.

To be granted advanced standing credit:

- 1) A student must be accepted for admission to a College degree program.
- 2) A minimum of one-third (1/3) of the credit hours required for a degree must be completed at SCC, the degree-granting institution, except under statewide or college partnership agreements with the division deans' approval.
- 3) Up to two-thirds (2/3) of the credit hours required for a Program of Study may be waived through the three methods established for advanced standing; (credit by transfer, waiver and examination).
  - a. Up to two-thirds (2/3) of the credits for advanced standing may be transfer credits, except under statewide or college partnership agreements with the division deans' approval.
  - b. Credit hours granted by waiver or examination or by any combination of waiver and examination may be awarded up to limits established by each department but may not exceed one-third (1/3) of the total credit hours required for a program award.

Exceptions to #2, #3, #3a or #3b must be approved by the Vice President for Instruction.

Please refer to the specifications listed in each of the following three (3) advanced standing methods.

## Transfer Credit

Transfer credit from other accredited postsecondary institutions may be awarded for advanced standing. Transfer credit may or may not apply to SCC programs. Determination will be made by the division dean regarding graduation or satisfaction of program requirements with transfer credit.

SCC recognizes course work completed at military schools, through active duty, National Guard or Reserves. Credits may be applied to military courses with the approval of the appropriate campus division. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council for Education, is used as a guideline. Courses for which credit is granted by transfer will be recorded with a "TR" grade and will not be included in calculating a student's grade-point average.

## Credit by Waiver

To apply for Credit by Waiver, the applicant must be accepted for admission to a College degree program. Students requesting advanced standing Credit by Waiver must complete an application for Credit by Waiver and supply supportive documents such as competency reports, proficiency certificates or training records.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. The application must be submitted for evaluation to the campus department responsible for teaching the course. Upon successful completion of the evaluation, both the application and evaluation will be submitted to the campus Registration and Records Office for recording credit on the student's transcript.

Courses in which credit is granted by waiver will be recorded on the transcript with a "CW" grade and will not be included in calculating a student's grade-point average. Credit granted by waiver is subject to evaluation by other institutions and may not be accepted for transfer credit.

### Career Pathways Advanced Placement

*Career Pathways is a partnership between high schools and SCC. This partnership helps prepare high school students for technical careers. Pathways of courses to prepare students for college level work are laid out. Career Pathways Advanced Placement means the student may apply for Credit by Waiver (See Advanced Standing section) for approved courses taken at the high school level and avoid duplication in classes.*

*In order to receive Career Pathways Advanced Placement, a student must:*

- *Enroll in SCC within one year of high school graduation or as soon as a program waiting list allows following high school graduation.*
- *Obtain a grade of "B" or better in the high school articulated course.*
- *Complete and submit a Credit by Waiver form available from the Registration & Records Office with all appropriate signatures.*

## Credit by Examination

Some courses may be completed by examination. Testing devices and evaluation procedures will vary according to the course, division requirements and the amount of credit being advanced. To apply for Credit by Examination, the applicant must have been accepted for admission to a College degree program.

Applications for Credit by Examination are obtained from the campus Registration and Records Office and submitted to the division responsible for teaching the course. An application for Credit by Examination must be completed and submitted to the campus Registration and Records Office for all credit granted as "PX" (Passed by Examination) on the transcript. No grade points will be awarded, and the Credit by Examination will not be included in the cumulative grade-point average. Copies of the certification will be returned to the student and the department in which the student is enrolled.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. Applicants for Credit by Examination must pay 50 percent of the current per credit hour tuition rate for each credit hour attempted by examination, prior to the examination.

### College Level Examination Program (CLEP)

*Students interested in CLEP testing should contact the Testing/Assessment Center (402-437-2626) for information and testing arrangements. CLEP subject exams cost approximately \$70 per examination. Some colleges do not accept CLEP credits as transfer credits. Transfer students should carefully investigate minimum CLEP scores established by other colleges.*

*To have CLEP credit posted to an SCC Transcript, a student must have been accepted for admission into a college degree program.*

*SCC administers the CLEP at the Lincoln Campus, 8800 O Street in the Testing/Assessment Center. Each program has established a list of courses for which CLEP scores will be accepted for credit by examination. Minimum CLEP scores vary from exam to exam; therefore, students should request a list of these minimum scores. Credits granted through a CLEP exam will not apply towards load requirements for extraordinary activities, veteran's benefits or scholastic honors. Only SCC students may have CLEP scores recorded on their SCC transcripts. Acceptable CLEP credits are recorded as PX (Pass by Examination).*

# GRADES & RECORDS

## FERPA

SCC has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students.

Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office. SCC may provide directory lists of graduates to senior institutions that have an articulation agreement with SCC.

Directory information consisting of the items listed below may be released:

- *Student Name*
- *Major field of study*
- *Dates of attendance*
- *Enrollment status*
- *Most recent previous school attended*
- *Degrees and awards received*
- *Honors and awards received, including Dean's List and other academic honors*
- *Participation in officially recognized co-curricular activities (e.g. music, sports)*
- *Weight and height of athletic team members*
- *Parking permit number and auto license number*
- *Photograph/Video\**

When available, the student's physical address, e-mail address and/or telephone number will be released at the discretion of the Student Services Office.

\*Use of Photographs/Video:

Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.

To avoid having this information released, the student must submit a written request to the campus Student Services Office within 10 classroom days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom day, not including Saturdays, Sundays, and holidays, written notice to the campus Student Services Office to become effective.

The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA. The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding FERPA should be directed to the campus Registration and Records Office.

## Retention of Student Records

The official student academic record, the transcript of credit earned, will be retained permanently at the campus. All other documents (except disciplinary records) which are used to create, update and support a student's file will be retained for five (5) years from the last date of enrollment. All student financial aid records will be retained for three (3) years following the end of the fiscal year in which funds were awarded. All veterans' records will be retained in the student's file for five (5) years from the last date of enrollment. All placement records will be retained for three (3) years following the last date of enrollment.

# GRADES

## Academic Honors

**Dean's List:** To be recognized on the Dean's List, a student must complete at least 6 hours for the term with a minimum GPA of 3.5. (Classes with a grade of "P" [Pass] do not count toward the 6-hour minimum.)

**Graduation with Distinction:** A student must have completed 45 quarter credit hours, and attained a cumulative 3.75 GPA to graduate "With Distinction," and a 4.0 cumulative GPA to graduate "With High Distinction."

A student is not eligible to be included on the Dean's List if a "F" (Failure) and "I" (Incomplete), or a "NP" (No Pass) remain on his/her grade report for the given term. It is the campus' prerogative as to whether such a Dean's List is maintained.

## Academic Standing

### Good Academic Standing

Students must maintain a cumulative GPA of 2.0 to remain in good academic standing.

### Academic Warning

Students failing at mid-term will have a mid-term grade posted on WebAdvisor. The student will be contacted by the Student Retention Office to address the issue of coursework below acceptable academic standards.

### Academic Probation and Suspension

SCC believes students should demonstrate consistent progress toward their stated academic goals. In an effort to assist our students in meeting graduation requirements, the College has developed the following minimum academic standards. Students who have earned a minimum of 12 credits (with grades A+ through D, or F) are covered under these standards.

### Academic Probation

Students who receive a cumulative grade-point average (CGPA) of less than 2.00 at the end of a term will automatically be placed on academic probation.

- These students will be notified of their academic probationary status by a letter from the College.
- Upon such notification, these students should immediately see their program chair/advisor to determine the course of action to be taken and to determine the procedure necessary to be removed from academic probation.
- Students who raise their CGPA to a 2.00 or higher by the end of the probationary term will automatically be removed from academic probation.
- Students will continue on academic probation if they achieve a term GPA of 2.00 or greater but have a total cumulative GPA of less than 2.00.

### Academic Suspension

Students who have been on Academic Probation will automatically be placed on Level 1 Suspension if their cumulative and term grade point average (GPA) are below 2.0. Students will be notified of their academic suspension status by a certified letter.

#### Level 1 Suspension (follows Academic Probation)

Students placed on Level 1 Suspension will not be allowed to register or attend classes for the upcoming term.

- Within the first five weeks of the suspended term, declared students must meet with their program chair to complete an Academic Reinstatement Contract. Undeclared students must meet with Career Advising or Retention staff to complete the contract.
- The Academic Reinstatement Contract must be submitted to the Registration and Records Office with a signed registration form for the following term. Students will not be allowed to register online while on any level of academic suspension.
- A student success class is recommended if the Academic Reinstatement Contract is completed after the 5th week.

If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing. If the cumulative GPA is below a 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.

- Students may take ABE, ESL or Continuing Education classes during the Level 1 Suspension.

#### Level 2 Suspension (follows Level 1 Suspension)

Students on Level 1 Suspension, whose term and cumulative GPA are below a 2.0 will be placed on Level 2 Suspension. Students on Level 2 Suspension will not be allowed to register or attend classes for the upcoming term. Students follow the same procedures as Level 1 Suspension, with the addition of the following requirements during the term student's return to classes:

- A Student Success class is mandatory, even if previously completed.
- A maximum credit hour load is imposed as part of the contract.
- Students may take ABE, ESL or Continuing Education classes during the Level 2 Suspension.

If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing. If the cumulative GPA is below a 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.

#### Level 3 Suspension/Disqualification (follows Level 2 Suspension)

Students on Level 2 Suspension, whose term and cumulative GPA are below a 2.0 will be placed on Level 3 Suspension/ Disqualification. Students on Level 3 Suspension/Disqualification will not be allowed to register or attend credit classes for one year.

- Students must reapply to the College, prior to returning.
- Students must meet with their program chair or Career Advising/Retention staff to complete an Academic Reinstatement Contract. The Academic Reinstatement Contract must be submitted to the Registration and Records Office with a signed registration form for the upcoming term. Students will not be allowed to register online while on academic suspension.
- Students may take ABE, ESL or Continuing Education classes during the Level 3 Suspension.

### Suspension Appeal Process

Students who have extenuating circumstances are allowed to appeal any level of suspension. Forms are available in the Campus Student Services Office. The Suspension Appeal Committee will meet no later than the day prior to the start of the quarter to review appeal forms.

Students who do not appeal prior to the beginning of the term will be required to follow the procedures for a Level 1 Suspension.

## Academic Bankruptcy

Academic bankruptcy permits the removal of credit hours and grades for one or two quarters from a student's grade-point average to allow for improvement of the student's cumulative GPA.

A student may be granted academic bankruptcy only one time. A student must have completed 18 quarter credit hours with a minimum GPA of 3.00; or 37.5 quarter credit hours with a minimum GPA of 2.50 following the term(s) for which bankruptcy is sought.

A student may elect to retain courses from the bankrupt term. Any course that is a requirement for graduation from the student's current Program of Study will be retained and will be included in the student's cumulative GPA.

Courses and grades which are granted academic bankruptcy will remain on the student's official transcript, but will be marked with a # symbol.

**Bankrupt** credit hours and grades will not count toward graduation or be included in calculating the student's cumulative GPA. Courses which have been considered in granting a previous graduation award may not be bankrupt.

**Warning** – Students who are granted academic bankruptcy may be required to pay back some or all benefits received for those courses and terms for which veterans' benefits or financial aid was received.

A student may be granted academic bankruptcy only one time and it is not reversible.

## End-of-Quarter Grades

Grades are posted to WebAdvisor within one week following the end of the term. Grades become part of the student's permanent record. It is the student's responsibility to review his/her grades for accuracy. If there is a question or disagreement with the grade, a student must contact the campus Registration and Records Office.

Students can access their grades online with WebAdvisor using login ID and password. Contact Student Services for more information.

## Mid-term Grades

At mid-term, all instructors are required to review students' academic progress. Instructors enter mid-term grades on WebAdvisor for students with unsatisfactory academic progress. It is the students' responsibility to check mid-term grades on WebAdvisor. The purpose of mid-term grades is to advise the students of unsatisfactory academic progress.

Attempts will be made by the Student Retention Office to contact students and address the issue of coursework being below acceptable standards if students are failing at mid-term. It is the responsibility of each student to seek help from a College Career Services Advisor, Retention Specialist, TRIO Student Support personnel, the instructor or any other person the student feels can assist. Mid-term grades do not become part of the student's permanent record.

## Grade Changes

If a student questions or is in disagreement with the grade issued for a class, the student must contact the instructor. **It is the student's responsibility to review his/her grades for accuracy.** Grade disputes must be resolved within 10 classrooms days (not counting Saturdays, Sundays, or holidays) after the start date of the next term. On the 11th classroom day of the next term, the grade is considered to be "permanent."

1. A grade reported and recorded as "permanent" may be changed only in the event of an instructor or institutional error.
2. A grade may be removed from the student's cumulative GPA by:
  - a. repeating the course and receiving a higher grade. All courses will appear on the transcript in their respective session. The course with the lower grade will be indicated as a repeated course and will not be included in the cumulative GPA.
  - b. declaring academic bankruptcy.

## Grade-Point Average

GPA is determined by multiplying the honor points earned for each course by the credit hours for the course. The sum total of the honor points earned is then divided by the total number of credits attempted.

Example:

$$\begin{aligned} \text{Math } 4.5 \text{ cr. hrs. (B grade)} &- 4.5 \times 3.0 = 13.5 \text{ pts.} \\ \text{Comp } 2.0 \text{ cr. hrs. (A grade)} &- 2.0 \times 4.0 = 8.0 \text{ pts.} \\ &6.5 \text{ total cr. hrs.} = 21.5 \text{ total pts.} \end{aligned}$$

(21.5 points) divided by (6.5 credit hours) = 3.30 (GPA earned for these two classes.) (See the Credit Transcript Key)

# TRANSCRIPTS

## Issuance of Credit Transcripts

1. SCC issues a transcript upon written request by the student.
  - a. The request must include the student's name (at the time of attendance), Social Security number or SCC student ID number, approximate dates of attendance, and signature, along with the address where the transcript is to be sent.
  - b. Telephone requests will not be honored.
  - c. SCC will accept FAX requests for transcripts but cannot return the transcript by FAX.
  - d. Walk-in (immediate) transcript service is available at a cost of \$5 per request.
2. There is no charge for issuing a transcript (except walk-in-immediate transcript service at a cost of \$5 per request.) However, SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.
3. Transcripts may be picked up or mailed as requested after three working days from the date of request.
4. The transcript request will be kept on file in the campus Registration and Records Office.
5. Official transcripts will bear the official seal of the College and are signed by the associate registrar. Official transcripts directed to the student will be stamped "Issued to Student." All transcripts from an SCC Registration and Records Office are official transcripts.

## Transfer Agreements

SCC maintains special cooperative programs and transfer agreements with many colleges and universities.

Any student who has successfully completed the courses identified in the articulated curriculum with an equivalent of a "C" (2.0 on a 4.0 scale) or higher, and is admitted to a participating institution will be:

1. Granted standing comparable to current students who have completed the same number of equivalent credit courses toward an associate/baccalaureate-level degree; and
2. Able to progress toward an associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.

Students are encouraged to visit with a college transfer advisor.

## Credit Transcript Key

Grade	Status	Honor Points	Description	Percentage
A+	Permanent	4.0	Excellent	95-100
A	Permanent	4.0		90-94
B+	Permanent	3.5	Above Average	85-89
B	Permanent	3.0		80-84
C+	Permanent	2.5	Average	75-79
C	Permanent	2.0		70-74
D+	Permanent	1.5	Below Average	65-69
D	Permanent	1.0		60-64
F	Permanent	0.0	Failure	Below 60
P	Permanent	*	Pass	70-100
NP	Permanent	*	No Pass	
I	Temporary	*	Incomplete	
W	Permanent	*	Withdraw	
AU	Permanent	*	Audit - No Credit	
PX		*	Pass-Exam	
CW		*	Credit by Waiver	

\*Not included in GPA

## Explanation of Transcripts

- # **Bankruptcy:** A # symbol will appear on the transcript before the grade for a course which has been bankrupt. Bankrupt grades will not count in the cumulative GPA, but are included in the term GPA.
- AU **Audit:** "AU" is assigned when a student registers to audit a course. The student pays the regular tuition and fees, which are nonrefundable, for the course but will not receive college credit for the course. The grade "AU" cannot be changed to another grade at a later time without taking the course for college credit. Students receiving financial aid or Veteran's benefits cannot count audited courses in determining minimum-credit-hour requirement.
- BF **Balance Forward:** Credit for courses before 7/1/94.
- CIP **Course In Progress:** Currently enrolled classes.
- CW **Credit by Waiver:** "CW" is assigned for advanced placement credit based on evaluation by the appropriate campus department.
- F **Failure:** The letter "F" is assigned when a student has not attained the required level of performance in a course. No credit is granted.
- I **Incomplete:** The letter grade "I" is a designation assigned when course requirements are not completed due to extenuating circumstances as determined by the course instructor. The "I" is considered a temporary letter grade.
  1. For removal of the "I", a "Contract for Removal of Incomplete" must be submitted at the time the Incomplete grade is issued. The deadline for work to be completed is the end of the term immediately following the term in which the Incomplete grade was awarded.
  2. The time period of a contract may be extended one additional term with the approval of the division dean. A notice of the extension must be filed with the campus Registration and Records Office.
  3. If a student does not initiate and complete a "Contract for Removal of Incomplete," he/she must reregister and successfully complete that course to receive credit.
  4. A student may not drop a course for which he/she has negotiated a "Contract."
  5. The student may progress to the next sequential course only if a "Contract" has been negotiated.

6. It is the student's responsibility to:
  - a. initiate contract negotiations
  - b. file the contract with the campus Registration and Records Office
  - c. fulfill the contract
7. It is the instructor's responsibility to:
  - a. determine if a grade of Incomplete is appropriate
  - b. notify the student and the campus Registration and Records Office that an Incomplete has been given to the student
  - c. negotiate the contract
  - d. file notice of grade change with the campus Registration and Records Office when appropriate to change the "I" grade to a permanent letter grade.

8. If the student thinks the contract is unfair, he/she has the right of appeal beginning at the program level.

**NP No Pass:** The letter grade "NP" is assigned when required level of performance in a "Pass/No Pass" course is not attained.

**Pass:** The letter grade "P" is assigned when credit is granted for successful completion of campus-approved "Pass/No-Pass" course. The pass grade represents a 70%, or a grade of C or higher. Each division will identify the courses which may be taken as Pass/No-Pass. Divisions will also establish the maximum Pass/No Pass hours that may be earned and applied to completion of a prescribed course of study.

**PX Pass by Examination:** "PX" is assigned when credit is granted for successful completion of a campus-approved examination or evaluation procedure rather than through course enrollment.

**W Withdrawal:** The letter "W" is assigned when a student drops a course after the census date of the course.

Repeat: The highest letter grade received for a course will be used in computing the cumulative grade-point average when a course has been repeated. Courses which have been repeated are noted with "same as course number" followed by the term date where the highest grade has been earned. Repeated course grades will continue to be included in the calculation of the term grade-point average. A repeated course will be listed with 0.00 credit hours.

## Issuance of Non-credit Transcripts

1. SCC issues a transcript upon written request by the student.
  - a. The request must include the student's name (at the time of attendance), Social Security number or SCC student ID number, approximate dates of attendance, and signature, along with the address where the transcript is to be sent.
  - b. Telephone requests will not be honored.
  - c. SCC will accept FAX requests for transcripts but cannot return the transcript by FAX.
  - d. Walk-in (immediate) transcript service is available at a cost of \$5 per request.
2. There is no charge for issuing a transcript (except walk-in-immediate transcript service at a cost of \$5 per request.) However, SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.
3. Transcripts may be picked up or mailed as requested after three working days from the date of request.
4. The transcript request will be kept on file in the Continuing Education Division.
5. Official transcripts will bear the official seal of the College and are signed by the Division Dean. All non-credit transcripts from the Continuing Education Division are official non-credit transcripts.

## Non-credit Transcript Key

Grade	Status	Description
P	Permanent	Pass (with formal assessment)
NG	Permanent	Completed (with no assessment)
I	Temporary	Incomplete
W	Permanent	Withdraw
NP	Permanent	No Pass

## Credit Type

CR	Credit Class
NC	Non-credit
NG	Not Graded
NS	No Show

CEU - continuing education units are given for designated non-credit courses. Ten hours of instruction is equivalent to one CEU.

## Semester-Hour to Quarter-Hour Conversion CHART

One quarter = 10 weeks.

Each quarter hour equals 2/3 of a semester hour. This table shows the conversion between semester credit hours, that may have been earned under the previous SCC Beatrice semester system or transferred from another college, and quarter credit hours.

SEMESTER	QUARTER	SEMESTER	QUARTER
0.33	0.5	4.33	6.5
0.67	1.0	4.67	7.0
1.00	1.5	5.00	7.5
1.33	2.0	5.33	8.0
1.67	2.5	5.67	8.5
2.00	3.0	6.00	9.0
2.33	3.5	6.33	9.5
2.67	4.0	6.67	10.0
3.00	4.5	7.00	10.5
3.33	5.0	7.33	11.0
3.67	5.5	7.67	11.5
4.00	6.0	8.00	12.0

