



Chapter 8

Academic Information

Student Course Loads

Students are classified as full-time (12 or more credit hours in a semester), half-time (6 to 11 credits in a semester) or part-time (fewer than 6 credit hours in a semester). Developmental course CEUs count as the equivalent of credit hours when determining a student's full-time, half-time or part-time status. Audited courses do not count in this determination nor do classes from which a student has withdrawn. Students may not register for more than 18 credits without adviser approval.

Grades and Grading Policies

At the end of each semester or term, the semester grade-point average and cumulative grade-point average (GPA) are calculated. Both GPAs are shown on the official grade report mailed to each student. Grades earned in courses awarded in transfer from other institutions are not used in the calculation of the cumulative GPA and are not reflected in total credits earned.

The following grades earned at the college are used in the calculation of the GPA:

Grade	Grade Meaning	Quality Points
A	Excellent; well above average	4
B	Good; above average	3
C	Average	2
D	Minimum passing, below average	1
F	Failure	0
F*	Failure as a result of academic dishonesty	0

The following grade designations are not used in the calculation of the grade-point average:

H	Audit (not for credits see below)
I	Incomplete (see below)
P	Passing (see below)
Q	Withdrawn for nonattendance (see below)
TP	Toward Passing (see below)
W	Withdrawal (see below)
N	No grade submitted at the time grades were being processed.

H (Audit) signifies that a course was not taken for credit. The tuition and fee charges for auditing a course are the same as for taking the course for credit, but auditing students are not evaluated and do not receive a grade.

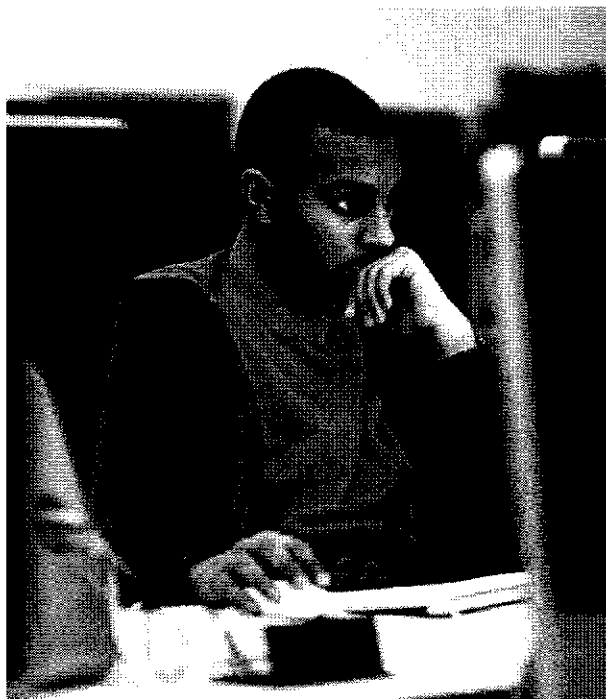
I (Incomplete) is a grade that is normally assigned if a student has satisfactorily completed 75 percent or more of a course's requirements but cannot finish on time due to extenuating circumstances. To receive this grade, an Incomplete Contract must be signed by the student, faculty member and appropriate department chair or dean and submitted to the Admissions and Records Office along with final grade rosters. Any incomplete grade must be made up prior to the end of the subsequent semester or the I grade is changed to F. Students should not reregister for a course in which they have an I grade. It is the responsibility of the student to contact the instructor who assigned the I grade and arrange to complete the work required for a regular grade to be assigned.

P (Passing) signifies a passing grade in a nongraded course.

Q (Withdrawn for Nonattendance) is assigned by the instructor to a student who either never attended the class or who ceased attendance during the first 20 percent of the course. The Q grade is treated as a withdrawal, dated at the end of the third week of the term, or the equivalent. Once assigned, the Q will not be replaced with a W at a later time.

TP was a deferred grade used to signify that the student was progressing (Toward Passing) but unable to achieve the necessary level of proficiency prior to the end of the semester. A student receiving the TP grade was asked to reregister for the course in a subsequent semester. The last semester for use of the TP grade was the fall, 2008 semester.

W indicates that the student voluntarily withdrew from the course prior to the twelfth week of classes or the equivalent.



Grade Reports

Students may view their grades online as soon as a course has ended and grades have been processed. Grade reports are no longer mailed to students but an e-mail notice will be sent to each student informing them that grades are available online at the conclusion of each semester.

In the event that a grade appears to be incorrect, the student should contact the departmental office for the course in question. Students have until the end of the next semester (excluding summer) in which to contest a grade. It then becomes final. No grades will be available to students who have an outstanding debt with the college until the Student Accounting Office certifies that the debt has been paid in full.

Transcripts and Enrollment Verifications

Official copies of transcripts may be obtained upon written request from the Admissions and Records Office, Bladen Hall, Room 126. "While you wait" service is available between 5 p.m. and 7 p.m., Monday through Thursday for up to three transcript copies per evening. Otherwise, transcripts are sent within seven days of receipt of the request. Transcripts may be requested in one of three ways: in person, by mail, via the Internet (www.pgcc.edu). No transcript will be issued for students with an outstanding debt to the college. Students may print unofficial copies of their own transcripts through Owl Link, the college's new Web system. Go to www.pgcc.edu for more information.

Enrollment verifications are available free of charge upon written request or upon receipt of a properly signed release form through an external agency or organization. Such verifications are not done on a while-you-wait basis. All external agency forms are sent directly to the agency involved. Verification letters may be picked up by the student or mailed to the receiving party.

No enrollment verifications will be issued for a given semester until courses have begun and the refund period for the courses

has passed. The college is a member of the National Student Clearinghouse and reports the enrollment status of all registered students several times during each semester. The college relies on the Clearinghouse to verify enrollment of students to lenders and other external agencies.

The college reserves the right to withhold transcripts or enrollment verifications for any student or former student who has an outstanding debt to the college, including but not limited to tuition, fees, returned check fees, parking fines and library charges.

Repeated Courses

Students may repeat any course in which a grade lower than A was received and may be required to do so if a grade of D or F was earned. When a course is repeated, the original grade remains on the student's permanent record but is marked with the notation R, signifying that the course has been repeated. The new grade is entered for the appropriate semester of work and, unless a grade of W or Q was earned, the new grade becomes the one used in the calculation of the student's grade-point average for that course.

Students who, after receiving a D or an F grade in a course at Prince George's Community College, successfully complete a comparable course at another college, may use the transfer credit awarded for that course as a repeat of the course taken at this college. Students must be re-enrolled at the college and must request this treatment as soon as an official transfer evaluation is received by contacting the transfer evaluator in the Admissions and Records Office, 301-322-0803. In such cases, the grade earned at PGCC is marked with the notation RT and the impact of the grade on the GPA is eliminated. The college reserves the right to determine the comparability of another institution's course to the one taken here before applying this designation.

Students may attempt a course twice without special permission. Permission to attempt any course a third time must be granted by an adviser or the appropriate department chairperson. Permission to attempt a course a fourth time (third repeat) must be granted by the academic dean of the division offering the course and is granted only in exceptional circumstances.

Changes of Program/ Not Applicable Courses

Students must designate a program of study or curriculum at the time they apply for admission to the college. The choice of a program of study is an important one since it dictates what degree requirements a student must meet so long as they are enrolled in that curriculum. Students who realize that another curriculum is more appropriate to their goals should change the curriculum rather than continue in one no longer relevant. Students may change a program of study by completing a curriculum change form, available from the Office of Advising and Transfer Services, Bladen Hall, Room 124.

Sometimes when a curriculum is changed, certain courses that were taken in connection with the old program of study may not be relevant to the new program. A student may request that such inapplicable courses not be counted within the new program of study. Such requests must be sent to the director of admissions and records as part of the proper completion of a curriculum change form. Courses that are determined to be not applicable to the new program will receive the designation N/A (not applicable) and will no longer affect the student's grade point average or be counted toward meeting graduation requirements.