

GETTING STARTED

ALTERNATE GRADE OPTIONS

Students may request a change from a letter grade to S/U or Audit by the published last day to withdraw from semester length courses or prior to the published last class day for non-semester length courses. A completed Alternate Grading Option form must be submitted to the Registration & Records Office by the deadline in order for the desired grading change to take effect. **NOTE: Changing a letter grade to an Audit may affect financial aid eligibility and progress toward degree completion. Please consult the Financial Aid Office and Faculty Advisor prior to submitting an Alternate Grading Option form to the Registration & Records Office.**

Students may also request a change from S/U or Audit to a letter grade by submitting a letter of recommendation from the course instructor to the Registration & Records Office by the published last day to withdraw from semester length courses or prior to the published last class day for non-semester length courses.

GRADE APPEALS

Faculty members have both the right and responsibility to set their own grading standards, to judge student work according to these standards, and to assign grades. A student who believes that a grade has been assigned improperly should visit first with the faculty member and then, if necessary, with the Dean. If the issue is not resolved at that level, the student may file an Academic Petition available through the Registration & Records Office.

HONOR ROLL

Students earning at least 12 credit hours of college level courses in a semester at Central Wyoming College with letter grades of A,B,C,D, or F in those college level courses are eligible for the Honor Roll. Students earning a semester grade point average of 4.00 are placed on the President's List. Students earning a semester grade point average of 3.50-3.99 are placed on the Dean's List. Pre-college course grades and credits are not used in the computation of the semester grade point average used for the President's List or the Dean's List Honor Roll.

ACADEMIC STANDING

Good Standing is defined as a minimum cumulative 2.0 grade point average. Financial Aid Standards of Progress also includes a minimum number of credit hours earned each semester. Refer to the Financial Aid Standards of Progress section in the catalog or consult the Financial Aid office.

STUDENT TRANSCRIPTS

Central Wyoming College transcripts may be obtained in one of the following ways:

- Submit a completed Transcript Request form to the Registration & Records Office. This form may be obtained in person at the Registration & Records office, or may be printed from the CWC web site at www.cwc.edu and faxed or mailed.
- Submit request through the CWC web site at www.cwc.edu.
- All obligations to Central Wyoming College must be cleared before a transcript will be released.

For further information about transcript services, please contact the Registration & Records Office.

TRANSCRIPT/REGISTRATION HOLDS

Students with debts to Central Wyoming College shall have a hold placed on their academic records. Students with holds shall not be permitted to register for courses or entitled to the release of CWC grades, academic transcripts, or diplomas.

REPEATED COURSES

When courses are repeated, previous credits attempted and earned continue to appear on the transcript. The credits and grade points previously earned are excluded in the computation of cumulative grade point average and the completion of graduation requirements. The most recent A, B, C, D, or F grade earned will be used to calculate the cumulative grade point average. When a course is repeated for an Audit grade, the Audit will not replace previously earned grades of A,B,C,D,F,S or U.

ACADEMIC AMNESTY

To qualify for Academic Amnesty, the student must be enrolled in a CWC degree program. Amnesty cannot be granted for work applied toward a degree that has been awarded. A minimum of one year must have passed between the end of the semester(s) for which amnesty is sought and the date of amnesty application. The student must have earned a minimum 2.0 grade point average in at least 12 credit hours earned during the most recent semester(s) enrolled at CWC. All transcripted courses in all semesters needed to compile the minimum 12 credit hours will be used in calculating the minimum grade point average. Academic Amnesty may be requested for one or more complete semesters of work at CWC. Academic Amnesty does not apply to individual courses, nor does it apply to coursework from other post-secondary educational institutions. Academic Amnesty Petitions may be obtained from the Registration & Records Office.

If Academic Amnesty is approved, the student's record for the semester(s) approved will not be counted toward completion of the current degree program, admission to CWC programs, application for CWC scholarships nor satisfactory academic standing. (This policy does not include review of federal financial aid eligibility. A separate written appeal must be submitted to the Financial Aid Office for financial aid eligibility.)

All previous work, whether from CWC or transfer, will remain on the student's permanent record. A notation will be entered when/if amnesty is granted, and the appropriate calculations in grade point average will be made to reflect the granting of amnesty and will be printed on the CWC transcript. Academic Amnesty, if granted, will only be applicable to CWC and does not impose any decision on any other institution(s) which the student may subsequently attend. A student may be granted Academic Amnesty at CWC only one time.