



College Policy

Revised: September 12, 2016

Last Revised: September 21, 2011

Approved: December 12, 2008

Executive Responsibility: Academic & Learner Services

POLICY GROUP: NC800 –



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POLICY GROUP: NC800 – Student Records, Rights & Responsibilities

POLICY TITLE: Grading and Transcripts

4. Students who are assigned a temporary grade in a pre-requisite course are eligible to enroll in the following course until the temporary grade is resolved. If the final grade in the pre-requisite course does not allow progression, the student will be withdrawn from the subsequent course

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must obtain written permission to audit a course from the appropriate Academic Administrator and present the authorization to the Registrar's Office. Students who are auditing courses will not be evaluated, nor will credits be earned.

11. **Course Withdrawal:** Students who officially withdraw before the tenth day of term (postsecondary courses) will not receive any grade on the transcript. Students who withdraw after the tenth day of class but prior to the last date to withdraw without academic record will receive a "W" grade on the transcript. Students who withdraw after the last day to withdraw without academic record will receive a grade in the course.
12. **Administrative Withdrawal:** Considered within 30 calendar days from the last day of the academic semester, upon receipt of a written request that is supported by documentation verifying medical reasons or compassionate grounds. Documentation must indicate the reason(s) the student was not able to withdraw prior to the deadline or must verify the medical reason(s) or compassionate grounds that made it impossible to complete the course. Requests submitted without supporting documentation will not be considered. Forms are available from the Office of the Registrar. Depending on the circumstances, the student will receive either a "W" (withdrawal) or have the grade removed from the transcript.
13. **Independent/Self-Study:** In special circumstances, a student may apply to undertake a credit course by independent/self-study. Such opportunities may be available throughout the academic year. All independent/self-study course offerings must ensure that:
 - a) The learning outcomes of the course are achieved by the activities undertaken
 - b) Standards for academic performance are consistent with the regular offering of the course
 - c) A learning agreement and a schedule of consultations are established between the student and the faculty



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