

Deadline to Add

Students may only add a course prior to the final scheduled meeting of the course during the Drop-Add period.

Administrative Drop

Students will be removed, i.e. dropped, from a course by the Academic Dean, in consultation with the Registrar, if:

1. There is no record of attendance in any class during the first two weeks of classes (fall and spring terms), or
2. There is no record of attendance in any class during the first week of classes (summer term only).

Course from which a student is administratively dropped without record will not appear on the student's transcript.

Official Student Withdrawals

The exact date official student withdrawals from Chatfield courses must be made can be found on the Academic Calendar. Students are advised to consult with the instructor when they wish to discontinue attendance in a class for any reason. All students who receive financial aid and wish to withdraw from class are required to meet with their Financial Aid Counselor for discussion of how the withdrawal impacts their financial aid. The withdrawal requires signatures from the student, advisor or Associate Dean/Site Director, a Financial Aid counselor, and the Registrar. Proper notification before the withdrawal deadline protects the grade point average. A WD will be recorded for students who follow official withdrawal procedures after the Drop-Add period and before the official last day for withdrawal.

Administrative Withdrawal Policy

If there is no record of attendance in a class for 14 consecutive calendar days following a student's last day of attendance (LDA), the student will be administratively withdrawn from the course and a mark of WF will be assigned.

Additional College Attendance Guidelines

A student who misses five or more classes (33%) of a fifteen-week course that meets once per week, or ten or more classes (33%) of a course that meets twice per week, or more than one class (33%) of a course that meets for five weeks, may be administratively withdrawn from the course upon recommendation of the Academic Dean, in consultation with the course instructor and Registrar. A WF will be recorded.

Grading System

The final grade assignment by the instructor is based on student performance during the semester and on the final examination, if applicable. Each grade is assigned a specific number of grade points per credit hour.

Mark	Meaning	Explanation
A	Excellent	4 quality points per credit hour
B	Good	3 quality points per credit hour
C	Fair	2 quality points per credit hour
D	Poor	1 quality point per credit hour
F	Failure	0 quality points per credit hour

WD		Official Student Withdrawal
WF		Administrative Withdrawal
P/NP	Pass/No Pass	Issued in selected workshops, labs, and courses
AT		Audit
R		Course repeated: course listed elsewhere on transcript with a grade
IP		In Progress: grade withheld pending fulfillment of assignments, must be accompanied with an In-Progress contract

“WF,” “WD,” “R,” “AT,” and “P/NP” are not included in the GPA computation. Grade reports are sent to students at the end of each semester provided that all library materials have been returned to the library and all bills have been paid or arrangements have been made.

Pass/Not Pass Courses

A grade of “Pass (P)” or “Not Pass (NP)” is assigned for all 001-099 level courses and labs, and for internships. Courses at the 001-099 level and labs do not award college credit hours. In 001-099 classes and labs, performance equivalent to a D average on class work and attendance may be given a passing grade. Students will have two attempts to pass these courses. Students who are unable to pass on the second attempt may register for the same class a third time only with the permission of an instructor and the approval of either the relevant Department Coordinator or the Academic Dean.

At the time of registration, students may request a grade of “P/NP” for a course at the 100-level or higher. The request is made through the Registrar’s office and approved by the Academic Dean; the faculty member is not notified of the filing. Faculty will assign a letter grade at the end of the course, which will then be recorded as “P” or “NP” by the Registrar’s office. Students taking a course on a “P/NP” basis are expected to meet normal course requirements (e.g., reports, papers, examinations, laboratory attendance) and are graded in the normal way. The grade of “P” is assigned for a C or better and the grade of “NP” is assigned for a grade of D or F. A student may change from a letter grade to “P/NP” during the Drop-Add period. Once “P/NP” is assigned, the student may not elect to receive a letter grade for the course. Credits awarded for courses taken as “Pass/Not Pass” can serve as elective credit, but courses that fulfill core requirements may not be taken as “Pass/Not Pass.” A course cannot be retaken on a “P/NP basis.” Of the 64 hours required for a degree, a limit of nine credit hours may be taken on a “Pass/Not Pass” basis. No more than one course per semester may be taken as “Pass/Not Pass.” Courses taken as “Pass/Not Pass” may not be counted toward the completion of advising pathways. Courses taken as “Pass/No Pass” are used to determine rate of academic progress and Satisfactory Academic Progress (SAP).

In Progress

The grade of “IP” indicates that the student has done passing work in a course but has not fulfilled all the course requirements by the end of the semester. The course requirements, as determined by the instructor, must be completed prior to the deadline for midterm grade submissions of the succeeding semester or sooner, regardless of the students’ enrollment status. For example, if an “IP” is granted for the spring term, the “IP” grade must be replaced with a letter grade by midterm of the summer term. The student has a responsibility to confer with the instructor concerning completion before the end of the semester. Based on this conference, the instructor must submit to the Registrar an “IP” contract describing the work to be completed and mutually acceptable terms for getting work to the instructor for a final grade. A student who does not complete the work prior to the deadline for midterm grade submissions of the succeeding semester or sooner will receive the initial grade specified on the contract form.

Repeated Courses

“R” appears on the transcript when the student already has a grade for the same class. A student may choose to repeat any course, but the transcript will indicate that it is a repeat. Students seeking to repeat any course more than once must be given approval of either the relevant Department Coordinator or the Academic Dean to do so. The student will receive credit for the class only once. If a student repeats a previously passed course, the higher of the two grades will apply toward the completed courses, but subsequent repeats will not. Financial aid eligibility varies in such cases; please see the Financial Aid Office for details.

Audit

A student wishing to enroll for a course and choosing to receive neither credit nor a letter grade is considered to be auditing the course. Any regular course offered by the College, as well as workshops, seminars, and special courses, may be audited. Reduced tuition, payable before the course begins, is charged for students who audit classes. Students changing from audit status to credit status must pay the remainder of the tuition rate for a credit course. With the permission of the instructor and the Registrar, a student may change from audit to credit, or from credit to audit. This must be done within the first 60% of the term.

Grade Point Average

Each grade is assigned a specific number of quality points per credit hour. The grade point average is determined by dividing the sum of quality points by the total number of credits attempted.

The Dean’s List

At the conclusion of the semester, the Registrar will publish a Dean’s List of students who completed classes that semester with a GPA of at least 3.5 and with a minimum of six credit hours. Students who are registered for a portion of their course load at another college through the Greater Cincinnati Collegiate Connection (GC3) or the Online Consortium of Colleges and Universities (OCICU) are eligible for the Dean’s List once grades have been received from the consortia institution. Students enrolled who receive a grade of “NP”, “IP”, “D” or “F” in any class are not eligible for the Dean’s List.

Transcript Requests

Students who wish to obtain transcripts of academic work completed at the College must submit a Transcript Request Form to the Office of the Registrar. Official transcripts are sent only to those individuals or institutions designated in writing by the student. If the student requests an official transcript sent to herself/himself, it will be marked "issued to student." Visit the College website for the transcript fees. No transcripts will be issued for an applicant whose financial obligations to the College have not been met.

Graduation and Commencement

A student planning to complete their degree must complete an Intent to Graduate form as part of the registration process for her/his final semester. The form can be obtained from an advisor or from the Registrar.

A commencement ceremony is held once a year, each spring. Diplomas are issued once an academic year in the spring. Students not participating in the spring commencement will have their diploma sent via registered mail. Students will be issued a free transcript which will indicate that they graduated at the end of the term in which degree requirements were completed.

A student must have a 2.0 cumulative GPA to graduate. Students who have seven credit hours or less remaining to complete their degree/program of study may participate in the commencement ceremony, i.e. “walk.” However, these students will be considered graduates of the term in which they completed all requirements.