

Making Wise Choices

What you need to know

Lane Community College Counseling and Advising

To make decisions about your grading options at Lane you need to know:

- What grade(s) are you on track to receive in each of the classes you were enrolled in starting the second week of the term? A passing grade is an A through D or Pass. A failing grade is an F or no pass.
- What course corrections can you make to reach your desired outcome for each class?

If you know the answer to these two questions you should have a good idea if you are on course to receive a passing grade in each class.

- What should you do if you are not on track to receive a passing grade?
- What should you do if you are on track to receive a grade that has a potential negative outcome (e.g. a grade that will lower your Grade Point Average or will keep you from meeting specific standards for your academic goal)?

Purpose: By the end of the workshop you should have the information needed to know your next steps toward making important decisions about your grading options. For some of you this means evaluating what you can do to reach the desired grades in each of your classes. For others this may mean consulting with an academic advisor or counselor for your major to understand the grading criteria for courses that apply toward your academic goal. All students using financial aid to fund their education or other funding sources should follow up to determine the potential impact of not meeting required standards for ongoing funding.

Standards that impact Lane Students: go to www.lanecc.edu and in the search box you can type in these terms.

- 1) Academic Progress Standards (APS) - <https://www.lanecc.edu/copps/documents/academic-progress-standards>
- 2) Satisfactory Academic Progress Standards (SAP) - <https://www.lanecc.edu/finaid/satisfactory-academic-progress>
- 3) Limited funding based on certificate or degree goal. Students can receive financial aid funding for up to 150% of required credits. Review How to Avoid Reaching Your Credit Limit.

It's important to understand these standards when making grading option decisions to increase your ability to stay in school and to secure funding for future terms. **NOTE: If you achieve APS each term, you will always achieve SAP each term!**

Grades and Notations-

The following grades and notations are recorded on Lane transcripts:

Grade	Points	Definition			
A	4.0	Excellent performance	B	3.0	Good performance
C	2.0	Satisfactory performance	D	1.0	Less than satisfactory performance
F	0.0	Unsatisfactory performance	+ or -		Plus or minus 0.30 points
P		Pass (equal to A- through C-)	NP		No Pass (equal to D+ through F)
I		Incomplete	U		Audit
NC		Not Complete (no credit)	*		Withdrawal after refund deadline (No grade is recorded)

Calculating GPA-

GPA is calculated by a) multiplying the point value of each letter grade by the number of credit hours the class is worth, b) adding those points together for total quality points and c) dividing total quality points by total number of graded credit hours to arrive at the GPA. GPA is calculated only on classes taken for letter grades (A-F). Grades of P, NP, I, U, NC and * do not figure into GPA. See example below:

Classes for Letter Grade	Grade	Numerical Value of Grade	X	Number of Credit Hours	Total Grade or Quality Points
ART 131	A	4	X	3	12
CS 120	C	2	X	4	8
MTH 060	F	0	X	4	0
PE 183	D	1	X	1	1
Totals				12 Credit Hours	21 Quality Points
Divide total Quality Points by total Credit Hours for GPA					21 ÷ 12 = 1.75 GPA

Making Wise Choices What you need to know

Lane Community College Counseling and Advising

To calculate your term completion rate divide total passed credits by total enrolled credits at the end of week 2. (e.g. from example provided above $8/12 = 66.67\%$ completion this term.)

Calculating Cumulative Completion Rate-

Completion rate is a percentage calculated by dividing the total number of credit hours you have successfully passed by the total number of credit hours you have attempted. Any credits you are registered in as of the second week of the term count as attempted credit hours. Classes you receive A, B, C, D, and P grades in count as completed credits. Classes you receive F, NP, I, U, NC and * (withdrawal) grades in do not count as completed credits. Additionally, some repeated courses do not count as completed credits (see Repeating Courses on page 5 for additional information).

Total Institution:	Attempted Hours 49 credits	Passed Hours 34 credits
Divide Passed Hours by Attempted Hours for Completion Rate		$34 \div 49 = 69\%$ Completion Rate

Calculating Cumulative GPA and Completion Rate-

To assist students in predicting how their current term grades will affect their cumulative completion rate and GPA, the Financial Aid Office has developed an online calculator for student use. The online calculators are located on the computers in the Enrollment and Student Financial Services lobby and at

<http://www.lanec.edu/finaid/sapcalc.htm>

TRANSCRIPT TOTALS (CREDIT)						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution	49	34	34	30	62.0	2.067
Total Transfer	<u>10</u>	<u>10</u>	10	0.0	0.0	0.0

Add together ** **59** **44**

Changing Grading Options-

Students have until 11:59 p.m. on Friday of the 8th week of the term to make any grading changes to their schedule in myLane. Possible changes, and their effects, are listed below: **Please see your academic counselor or advisor for your best choice**

Option:	How it works:	Benefits:	Drawbacks:	Cautions:
Change from Letter Grade to Pass/No Pass Grade	<p>If you receive a C- or higher, you are given a Pass grade (P) and earn the credits.</p> <p>If you receive a D or lower, you are given a NP and do not earn the credits.</p> <p>Neither grade is calculated for GPA purposes.</p>	If you are headed for a low grade in a course, the P/NP option allows you to protect your GPA.	<p>If you receive a NP grade, you do not earn the credits, lowering your completion rate.</p> <p>If this will put you below the 67% mark, it may be better to consider other grading options. Consult with advisor.</p>	<p>Do not choose P/NP option for courses in your major.</p> <p>Most degrees limit the number of P credits that can be used.</p> <p>Many degrees do not allow for D grades (AAOT for example).</p>

Making Wise Choices
What you need to know
Lane Community College Counseling and Advising

Option:	How it works:	Benefits:	Drawbacks:	Cautions:
Withdraw * from a Class (no refund)	<p>You can remove yourself from a class you are doing poorly in. The course will be listed on your transcript followed by a * to indicate Withdrawal.</p> <p>No grade is calculated for GPA.</p> <p>No credits are earned.</p>	<p>If you are headed for a low grade in a course, Withdrawing allows you to avoid the poor grade and protect your GPA.</p> <p>Withdrawing from a course allows you to put your energy into remaining classes.</p>	<p>If you Withdraw, you do not earn the credits, lowering your completion rate.</p> <p>If this will put you below the 67% mark, it may be better to consider other grading options. Consult with advisor.</p>	<p>Withdrawals count as attempted credits. As such, they reduce the amount of credits eligible for financial aid.</p> <p>Too many Withdrawals on a transcript can send a negative message.</p> <p>International students should consult with advisor before withdrawing.</p>
Audit (U)	<p>Allows you to continue attending a class without being responsible for submitting assignments. The course will be listed on your transcript, followed by a U to indicate Audit.</p> <p>No grade is calculated for GPA.</p> <p>No credits are earned.</p>	<p>If you are headed for a low grade in a course, Auditing allows you to avoid the poor grade and protect your GPA. Auditing allows you to continue absorbing information that may be useful if you need to repeat the class.</p>	<p>If you change a graded class to an Audit, you do not earn the credits, lowering your completion rate.</p> <p>If this will put you below the 67% mark, it may be better to consider other grading options. Consult with advisor.</p>	<p>Too many Audits on a transcript can send a negative message.</p> <p>International students should consult with advisor before Auditing.</p>
Incomplete	<p>The instructor may award an Incomplete (I) grade if the student has satisfied 75% or more of the work in a course, but is unable to finish the remaining work due to circumstances beyond his/her control (serious illness, death in family, etc),</p>	<p>Provides you with an extended time line (negotiated with your instructor) to complete requirements.</p> <p>If remaining requirements are completed according to new time line, the I grade is converted to the letter grade earned, and credits are awarded.</p>	<p>If remaining requirements are not completed according to the new time line, the I grade can be converted by the instructor to a failing grade.</p> <p>Failure to complete and earn the credits will lower your completion rate.</p>	<p>You need self-discipline to complete the work, even though the class is not in session. If an I grade results in a completion rate lower than 67%, you will not achieve APS or SAP until the grade is converted and credits are awarded.</p>

Making Wise Choices
What you need to know
Lane Community College Counseling and Advising

Option:	How it works:	Benefits:	Drawbacks:	Cautions:
No Credit	The instructor may award a No Credit (NC) grade when the student has not participated enough in the class to earn a grade. It is not meant to and should not be used to replace an F or an I.	The NC grade is not calculated into your GPA like an F grade is, thus it protects your GPA from being lowered.	If you receive a NC grade, you do not earn the credits, lowering your completion rate.	<p>This grade is totally at the discretion of the instructor.</p> <p>Too many NC grades on a transcript can send a negative message.</p> <p>International students should consult with advisor before seeking an NC.</p>

Strategies for improving the outcome of your term-

- Visit with your academic counselor or advisor to review your grade options - be sure they know you are at Alert 3. Information from other sources can be misleading.
- Talk with your instructor to find out exactly what is needed to earn your desired grade
- Take advantage of Lane's free tutoring services! Check out their web site at <http://www.lanecc.edu/tutor/>
- Visit with an Enrollment and Student Financial Services advisor to determine how repeating courses will impact financial aid funding (see note below).
- Read Preparing for Finals handout to prepare for you best possible outcome this term.

Repeating Courses

There are a few things you need to understand about repeating courses:

1. Unless a course is marked in the course catalog as "Repeatable," you can only earn credit for each course once.
2. "Repeatable" courses can only be repeated a limited number of times for credit; see the electronic catalog for specific guidelines for each course.
3. Once you have earned credit for a non-repeatable course (i.e., you have earned a 'D-' or higher or a 'P' grade), you can only receive financial aid funding for one additional attempt of that course.
4. Passing a non-repeatable course more than once will negatively impact your completion rate for SAP purposes because the repetition will be counted in the "attempted" side of the completion rate, but will not count in the "completed" side.

Making Wise Choices
What you need to know

Lane Community College Counseling and Advising

Given what you know about your current academic situation, and the information you receive from counselors and advisors, or instructors please complete the Wise Choice process below to determine your next best action steps to reach your academic goals for this term and beyond.

What is my present academic situation?

How would I like my situation to be?

What are my possible choices?

What is the likely outcome of each possible choice?

Which choice(s) will I commit to doing?

