

Name: _____ Date: _____

Now that you have completed Assignment 4 you have feedback from your instructors and have reflected on your academic progress this term. It will be wise to complete this process each term. The Assignment 4 process allows you to predict whether you are on course to earn your desired grades each term. In addition most instructors provide you with a syllabus that details how you will accumulate points or percentages toward your final grade. It will help to keep an accounting of **ALL** work that earns points or percentages as the term progresses. All of this information will help you to make choices with regard to grading options in your classes. **Students at Lane have until Friday of week 8 to change their grading options.** Making Wise Choices can help you raise your GPA and/or your credit completion rate. These are important factors to consider, as they affect your ability to meet Academic Progress Standards (APS) and financial aid's Satisfactory Academic Standards (SAP). Making Wise Choices will assist you by:

- Identifying the different grades and notations used at Lane
- Reviewing how Grade Point Average (GPA) and completion rate are calculated
- Explaining the benefits and drawbacks of changing your grading options
- Identifying additional strategies for improving the outcome of your 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					$21 \div 12 = 1.75$ GPA

Calculating 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). See example on the next page.

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

Standards-

Academic Progress Standards (APS): All degree-seeking students are required to maintain Academic Progress Standards (APS) to remain eligible for enrollment in future terms. APS help to make sure you are making steady progress toward your academic goals. Each term after grades post your TERM COMPLETION RATE and your TERM GPA at Lane will be reviewed to determine if you have met the following standards:

TERM GPA of 2.0 and TERM completion rate of at least 67%.

Good standing	Term completion rate is 67% or higher and your GPA is 2.0 or higher
Alert 1	First term your completion rate is below 67% and/or your GPA is below 2.0
Alert 2	Second term your completion rate is below 67% and/or your GPA is below 2.0
Alert 3	Third term your completion rate is below 67% and/or your GPA is below 2.0
Dismissal	Fourth term your completion rate is below 67% and/or your GPA is below 2.0

For detailed information on APS consult the web link <http://www.lanecc.edu/copps/documents/academic-progress-standards>.

Satisfactory Academic Progress (SAP) Standards: All financial aid students are required to maintain Satisfactory Academic Progress (SAP) to remain eligible to receive financial aid. Regulations require you to complete your program within the maximum attempted credits allowed with at least a 2.0 cumulative GPA. SAP standards help make sure you are on course to achieving this goal. Each term after grades post your CUMULATIVE COMPLETION RATE and your CUMULATIVE GPA at Lane will be reviewed to determine if you meet the following standards: **CUMULATIVE GPA of 2.0 and CUMULATIVE completion rate of at least 67%.**

Good standing	Cumulative completion rate is 67% or higher and you meet the GPA requirement
Warning	Cumulative completion rate is below 67% and/or you don't meet the GPA requirement
FA Suspension	Following a warning or probation term, your cumulative completion rate is below 67% and/or you don't meet the GPA requirement
Probation	Your appeal to be reinstated has been approved

For detailed information on SAP standards consult the Financial Aid web link www.lanecc.edu/finaid/sap.htm.

NOTE: If you achieve APS each term, you will always achieve SAP each term!

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.lanecc.edu/finaid/sapcalc.htm>

To estimate the current term's outcomes and whether you are on course to achieve APS & SAP you will need accurate information about how you are doing in your current term's classes. The best way to get that information is to talk to each teacher or check Moodle. You will also need to know your cumulative Completion Rate and GPA before the term started. You will find that information on your Lane transcript. (If this is your first term, you will not yet have a cumulative Completion Rate and GPA). See example on the next page.

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
<i>Add together →</i>	59	44				

Changing Grading Options-

Students have until midnight 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: **(Unfortunately Alert 3 students are more limited on these choices - 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>
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>
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Additional Grading Options-

There are some other grading options that may assist you in achieving your goals for the term. Unlike the options above, these options are only available with instructor approval. That is to say, you cannot choose any of these grades. They are given only at the discretion of the instructor. However, you can ask the instructor whether or not you might qualify for these grading options.

Option:	How it works:	Benefits:	Drawbacks:	Caution:
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.</p> <p>If an I grade results in a completion rate lower than 67%, you will not achieve SAP until the grade is converted and credits are awarded.</p> <p>Too many Incompletes on a transcript can send a negative message.</p> <p>International students should consult with advisor before seeking an Incomplete.</p>

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>
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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).

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.

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?