

HELPFUL RESOURCES

Advising at Harmony

Advice on grading options and dropping courses

Phone: 503-594-0623

Location: Harmony East Lobby

Advising at Oregon City

Advice on grading options and dropping courses

Phone: 503-594-3475

Email: advising@clackamas.edu

Location: Wacheno Welcome Center, check in at the Welcome Desk

Advising at Wilsonville

Advice on grading options and dropping courses

Phone: 503-594-0959

Email: advisingwilsonville@clackamas.edu

Location: Wilsonville Main Building Lobby

Counseling

Help with personal or academic challenges to your success

Phone: 503-594-3176

Email: counseling@clackamas.edu

Location: Wacheno Welcome Center, check in at the Welcome Desk

Disability Resource Center

Accommodations for documented disabilities

Phone: 503-594-6357

Email: drc@clackamas.edu

Location: Wacheno Welcome Center, check in at the Welcome Desk

Registration and Records

Help with changing your grading option or dropping/withdrawing courses

Phone: 503-594-6074

Email: registration@clackamas.edu

Location: Wacheno Welcome Center, check in at the Welcome Desk

Office of Financial Aid & Scholarships

Help understanding financial aid/scholarship eligibility

Phone: 503-594-6082

Email: finaid@clackamas.edu

Location: Wacheno Welcome Center, check in at the Welcome Desk

Tutoring Services

Tutoring and academic help in a variety of subject areas

Phone: 503-594-6191

Email: tutoring@clackamas.edu

Location: Dye Learning Center, Room 127

Veterans Education and Training Center

Help understanding veteran's benefits eligibility

Phone: 503-594-3438

Email: vetinfo@clackamas.edu

Location: Wacheno Welcome Center, check in at the Welcome Desk

Workforce Development Services

Help understanding workforce funding eligibility

Phone: 503-594-3091

Location: Pauling Building B

FINANCIAL AID FAQ:

- GPA must be at 2.0 cumulative
- Pace required 67%

Pace Calculation:

$$\frac{\text{Cumulative Credits Completed}}{\text{Cumulative Credits Attempted}} = \text{Pace (must be 67\% (.67) or better)}$$

Credits Completed _____ ÷

Credits Attempted _____ =

Pace _____

The SAP policy for financial aid can be found here: <https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships/financial-aid-forms>

GUIDE TO GRADING AND DROPPING



Clackamas
Community College

If you have questions or need more info about which grading option is best for you and/or whether and when to drop a course, it's best to talk with an advisor. The following info may also help you. If you are receiving financial aid, scholarships, veteran's benefits, or workforce funding, you should also talk with these offices to find out how grading options or dropping classes will impact you.

GRADING OPTIONS

Letter Grade (A-F)

- Default grading option, chosen by most credit-seeking students
- Used to calculate GPA based on a 4.0 scale
- Appears on transcript
- A grade of D will earn credit for the class, but it may not meet all program or pre-requisite requirements

Pass/No Pass (P/N)

- Chosen by some credit-seeking students who need to complete the course but don't want it to affect their GPA
- Not used to calculate GPA
- A passing grade is P, which is equivalent to a letter grade of C or better
- Veteran's benefits will not pay for a course with an N grade
- Appears on transcript
- Some programs at CCC and other schools may require a letter grade

Incomplete (I)

- You can request an I grade from your instructor if you need more time to complete course work after grades are due
- Not used to calculate GPA
- If the student completes the work as agreed upon with the instructor, either a letter grade or Pass grade will be awarded

- Appears on transcript
- May impact financial aid eligibility pace and GPA
- An I grade does not meet program or pre-requisite requirements

Withdraw (W)

- You can request a W grade from your instructor if you are unable to complete the course after the drop deadline
- Not used to calculate GPA
- Appears on transcript
- May impact financial aid eligibility pace and GPA, and veteran's benefits will not pay for a course with a W grade
- You will still need to pay for the course
- Eligible for Refund Policy Petition

Audit (X)

- Chosen by some non-credit-seeking students who want to take the course without earning a grade
- Not used to calculate GPA
- Appears on transcript
- Neither financial aid nor veteran's benefits will pay for audited courses
- You will still need to pay full tuition and fees for the course (unless using the Senior Tuition Waiver to waive tuition)

Never Attended (Y)

- An instructor may issue a Y grade for students who never attended and didn't drop the course
- Not used to calculate GPA
- Appears on transcript
- May impact financial aid eligibility pace and GPA, and veteran's benefits will not pay for a course with a Y grade
- You will still need to pay for the course
- Eligible for Refund Policy Petition

DEADLINES

When can you drop classes?

To receive a *full refund* and avoid the course appearing on your transcript:

- During the **first two weeks** of class for classes meeting **5 weeks or more**
- During the **first week** of class for classes meeting **3-4 weeks**
- **Before class** begins for classes meeting **2 weeks or less**

To withdraw from a class without a refund and the class will still appear on your transcript with a W grade:

- You can withdraw from a course during weeks 3-8, but after the eighth week, instructor consent is required to withdraw. (For classes that meet less than 11 weeks, check with Registration & Records for withdraw deadline).

When can you change your grading option (A-F, Pass/No Pass, Audit)?

- During the **first 10 weeks** of the term
- Contact Registration & Records to change your grading option
- After this date, contact your instructor(s) for all grade change requests

If you need to request a refund after the deadlines above, see the Refund Policy Petition here:

www.clackamas.edu/forms