

**WILLISTON STATE COLLEGE**  
**Academic Records**  
**Policies and Procedures**

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**Table of Contents:**

Academic Honors.....3

Academic Standards.....4

Advanced Placement for College Credit.....5

Auditing.....6

Cancellation for Non-Attendance.....7

CLEP-College Level Examination Program.....8

Course Drops, Withdrawal to Zero Credits, Drop/Withdrawal Appeals.....9

Course Override.....12

Course Substitution.....13

DSST-DANTES Subject Standardized Tests.....15

Degrees.....16

Final Grade Changes.....17

Grades.....18

Grade Forgiveness.....19

Honor Points and GPA.....20

Incomplete Course.....21

Readmission from Academic Suspension.....23

Repeating a Course.....24

Requesting an Official Transcript.....25

Student Credit Load.....26

Transfer Credit.....27

Verification of Enrollment.....29

Additional SBHE/NDUS policies and procedures.....30

## ***Student Records Policy: Academic Honors***

Williston State College shall establish appropriate rules and regulations for issuing term and degree academic honors.

### **Procedure:**

Students who have earned a 3.80 grade point average while enrolled in 12 or more semester hours of coursework with honor points for the semester/term will be named to the President's Honor Roll. Students who have earned a 3.50-3.79 grade point average while enrolled in 12 or more semester hours of coursework with honor points for the semester/term will be named to the Dean's List.

At the conclusion of each semester, the President of Williston State College shall recognize students for academic achievement. If the change of a final grade impacts academic honors, the update will be reflected on the student's transcript. Students earning such designation are to be directly notified of an achievement from the Office of the President.

Graduates who achieve an institutional academic average of 3.80 or greater will be graduated with high honors. Those with an institutional average of and between 3.50-3.79 will be graduated with honors. Graduate honors will be recorded on students' transcripts.

Approved by the Faculty Senate on August 21, 2015

Approved by the Faculty Council on August 21, 2015

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## ***Student Records Policy: Academic Standards***

The purpose of the Academic Probation and Suspension policy is to support a successful learning experience at Williston State College. Its intent is to alert students to a potential academic problem and to encourage early corrective action.

Students who do not maintain minimum academic requirements will, at the end of the term in which they fail to meet the minimum standards, be placed on academic deficiency as indicated in the procedure below.

### **Procedure**

#### **Good Standing:**

Students are expected to maintain a minimum institutional GPA of 2.00 (C). Students with a GPA of 2.00 or greater remain in good standing and will be eligible to continue their studies and/or to graduate upon completion of all required courses.

Students who do not maintain minimum academic requirements will, at the end of the term in which they fail to meet the minimum standards, be placed on academic deficiency status as indicated below:

#### **Academic Probation:**

Academic Probation will be issued to students with an Institutional GPA below a 2.00.

#### **Academic Suspension:**

Academic Suspension will be issued to students on academic probation whose institutional GPA remains below 2.00 at the end of the next term in which he or she enrolls. Students suspended for academic reasons are not eligible to enroll in classes for a minimum of one semester following the suspension.

#### **Academic Suspension Appeal:**

Suspended students must appeal an academic suspension by submitting a written statement of circumstance to the Vice President for Academic Affairs within seven days of suspension notice.

Students allowed to immediate re-enrollment through the suspension appeal process may be required to repeat selected courses, enroll in Academic Success Center courses, and/or enroll in a limited number of courses and credits.

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## ***Student Records Policy - Advanced Placement College Credit:***

Williston State College will permit students to demonstrate college level competency and establish college credits by successfully passing “credit-by-exams programs” as defined by SBHE Policy 403.7 (3)(C) and as provided for in the following limits and regulations.

### ***Limits and Regulations:***

1. Students must be currently accepted into a degree seeking, certificate, or diploma program to be awarded Advanced Placement (AP) credits.
2. A student must be enrolled in any WSC course during the term for which the request is made in order for AP credits to be posted to the official WSC transcript.
3. Students should be aware that AP credits may not transfer to other colleges. Students are urged to check the intended transfer institution for current transfer information. WSC is not responsible for transferability of AP credits.
4. AP credits do not have letter grades assigned (S/U grading is used), thus, will not be used to compute a student’s grade point average.
5. Student will not be granted AP credit for courses:
  - a. In which they have previously challenged OR
  - b. In which they are currently enrolled OR
  - c. In which they were previously enrolled (regardless of grade earned) OR
  - d. In which they have earned transfer credit from any accredited institution OR
  - e. In which they were enrolled but dropped with record on an official transcript
6. AP credits, once recorded on a student’s WSC transcript, become a permanent part of the academic record.
7. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, DSST, military training, WSC challenge examination credit, industry credit training, and courses covered under high school articulation agreements) may be applied to an associate’s degree, diploma, or certificate at WSC.
8. Credits earned through AP will count toward WSC graduation requirements; however, they do not count toward the minimum institutional credit requirements.
9. Students must meet minimum score requirements to obtain college level credits at WSC.
10. Duplicate credit will not be awarded for overlapping exams.
11. The number of AP credits awarded is equal to WSC course credits.

### ***Procedure:***

1. Student requests scores to be sent from AP to WSC Academic Records Office
2. The Registrar reviews the scores to determine if they meet the minimum score requirements.
3. The Registrar will transfer the equivalent course onto the student’s transcript. A satisfactory grade (S) will be used.
4. The Registrar will notify the student at their WSC email address upon completion of the transfer evaluation.

### ***References:***

NDUS Procedure 403.7.4 - Common Credit-By-Exam Guidelines

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Approved by the Faculty Council on August 21, 2015  
Approved by Staff Senate on September 8, 2015  
Approved by the Executive Cabinet on August 31, 2015

## ***Student Records Policy: Auditing***

Students enrolled in college classes as auditors have a status and responsibility in class distinctly different from that of those taking the course for credit. Auditors are not required to participate in the oral or written work of the class. They take no examinations. They will receive no credit for the course. They are identified as auditors on official class lists. Auditors may not later establish credit in an audited course by taking a special examination; the course must be repeated in residence to earn credit.

Tuition is waived for senior citizens that are over the age of 65 and electing to audit courses. Senior citizens utilizing this audit fee waiver will be still be responsible for all fees.

### **Procedure:**

Students wishing to audit courses with Williston State College are required to do the following:

1. Apply for admission at Williston State College
  - a. Student must complete all admission requirements
2. Enroll in course(s) via CampusConnection
3. Students must inform the Academic Records Office in writing which courses they intend to audit no later than the last day to add or drop for the specific course session. Last day to add or drop dates may be found in the course syllabi. Students must email their course audit request to the Academic Records Office ([wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu)) using their Williston State email address.

Approved by the Faculty Senate on August 21, 2015

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## ***Student Records Policy: Cancellation for Non-Attendance***

Attendance and participation in class activities are considered integral parts of education. It is the WSC policy that attendance in classes is expected of all students. If attendance and/or participation are required and will impact grading, it is the responsibility of the instructor to clearly communicate the policy to students during the first week of class in the course syllabus.

Cancellation for non-attendance occurs when WSC is unable to verify that a student is actively attending classes or has engaged in activity through Moodle. Reporting of students for non-attendance purposes is vital for Financial Aid, Veteran, and Enrollment reporting purposes. It is the instructor's responsibility to report students who have no activity within their course(s) to the Registrar. Student information must be reported to the Registrar by the set dates for the course sessions.

### **Cancellation for Non-Attendance Procedure:**

1. Non-attendance students are those who have not shown to class or have not participated in their online course by the deadline.
  - a. Non-attendance reporting for a full term courses are to be reported the 10th calendar day of class.
  - b. For sessions less than 16 weeks in length non-attendance reporting dates are set proportionately.
2. **Definition of a no-show includes any of the following:**
  - i. Not completing an activity in an online class  
(required activity will be specified by the instructor)
  - ii. Lack of attendance in an on-campus class or IVN class
3. The Registrar will send important dates for the upcoming term prior to the beginning of the term. The Registrar will also include the link and this policy when these dates are sent out.
4. Every instructor must complete the online [Non-Attendance reporting form](#) for every course.
  - a. No-Show students for all classes must be reported via the Non-Attendance reporting form to the Registrar. **Emailed no-show reporting will not be accepted.**
  - b. In order to find the PeopleSoft Course Number, please view our Class Schedule or visit your Campus Connection Portal.
  - c. If you have more than 15 students to report, please complete the form again for the same course.
  - d. If you do not have any students to report for non-attendance purposes, you still must complete the Non-Attendance reporting form with choosing the **I DO NOT have any non-attendance students to report** option.

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Approved by Staff Senate on March 15, 2016  
Approved by Executive Cabinet on March 14, 2016

## ***Student Records Policy: CLEP- College Level Examination Program***

Williston State College will permit students to demonstrate college level competency and establish college credits by successfully passing “credit-by-exams programs” as defined by SBHE Policy 403.7 (3)(C) and as provided for in the following limits and regulations.

Williston State College awards credit for completion of College Level Examination Program (CLEP) subject exams following the minimum requirements for CLEP test scores and credits approved by the North Dakota University System. WSC does not award credit for CLEP general exams.

### **Limits and Regulations:**

1. Students must be currently accepted into a degree seeking, certificate, or diploma program to be awarded CLEP credits.
2. A student must be enrolled in any WSC course during the term for which the request is made in order for CLEP credits to be posted to the official WSC transcript.
3. Students should be aware that CLEP credits may not transfer to other colleges. Students are urged to check the intended transfer institution for current transfer information. WSC is not responsible for transferability of challenge credits.
4. CLEP credits do not have letter grades assigned, thus, will not be used to compute a student’s grade point average.
5. Student will not be granted CLEP credit for courses:
  - a. In which they have previously challenged OR
  - b. In which they are currently enrolled OR
  - c. In which they were previously enrolled (regardless of grade earned) OR
  - d. In which they have earned transfer credit from any accredited institution OR
  - e. In which they were enrolled but dropped with record on an official transcript
6. CLEP credits, once recorded on a student’s WSC transcript, become a permanent part of the academic record.
7. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, DSST, military training, WSC challenge examination credit, portfolio development, industry credit training, and courses covered under high school articulation agreements) may be applied to an associate’s degree, diploma, or certificate at WSC.
8. Credits earned through CLEP will count toward WSC graduation requirements; however, they do not count toward the minimum institutional credit requirements.
9. Students must earn a score of at least the 50th percentile to obtain college level credit at WSC.
10. Duplicate credit will not be awarded for overlapping exams.
11. CLEP exams can be repeated after 6 months using regular registration procedures.
12. The number of CLEP credits awarded is equal to WSC course credits.

### **References:**

SBHE Policy 403.7 – Common General Education Requirement and Transfer of General Education Credits

NDUS Procedure 403.7.4 - Common Credit-By-Exam Guidelines

NDUS Credit-By-Exam Chart

## ***Student Records Policy: Course Drops***

Williston State College follows **SBHE 830.2 Refund Policy and 830.2 Refund Procedures**. It is the student's responsibility to make sure all enrollment transactions are completed. Students have the ability to view accounts and class schedules online through Campus Connection 24/7 to verify transactions are complete and accurate.

Students who are registered for classes at WSC are responsible for the balance due in full on or before established deadlines. WSC Dates and Deadlines may be obtained at [www.willistonstate.edu/](http://www.willistonstate.edu/)

### **Course Drop Procedure:**

Students have the ability to drop all but one course based on term date and deadline regulations. Students must maintain enrollment in at least one course for the term. Students wishing to drop all courses would be considered a withdrawal and should speak to the Academic Records Office.

### **Limits and Regulations:**

1. Students must drop a course in CampusConnection. Students must adhere to the Dates and Deadlines schedule for each applicable term.
2. Failure to drop a course in CampusConnection, on or before the last day to drop, will result in earned grades.
3. The date the student successfully completes the course drop in CampusConnection will determine the transcript and refund outcome.
4. Courses where grades have already been earned or completed may not be dropped.
5. For the standard 16 week session in the common Fall and Spring terms, the last day to drop a course without transcript record is the 10<sup>th</sup> calendar day for fall term, 11<sup>th</sup> calendar day for spring term.
6. For the standard 16 week session in the Fall and Spring terms, the last day to drop a course with transcript record ("W" will be recorded) is 75% through the course.
7. For non-standard sessions, the last day to drop a course with or without transcript record will be prorated based on the 16 week session.
8. Refunds are based on the course start and end date listed in CampusConnection.
9. Students receive a 100% refund up through 8.999% of the class. (No refund is given for courses dropped after the 8.999% deadline)

### **Procedures:**

1. Students must drop a course in CampusConnection prior to the final deadline.
2. More information is available online on our [Office of the Registrar & Records website](#).

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Approved by the Executive Cabinet on August 31, 2015

## ***Student Records Policy: Withdrawal to Zero Credits***

Williston State College follows **SBHE 830.2 Refund Policy and 830.2 Refund Procedures**. It is the student's responsibility to make sure all enrollment transactions are completed. Students have the ability to view accounts and class schedules online through Campus Connection 24/7 to verify transactions are complete and accurate.

Students who are registered for classes at WSC are responsible for the balance due in full on or before established deadlines. WSC Dates and Deadlines may be obtained at [www.willistonstate.edu/](http://www.willistonstate.edu/)

### **Withdrawal to Zero Credits Procedure:**

Students must withdraw to zero credits using the Withdraw to Zero Credits form located online before the final deadline. More information is available online on our [Office of the Registrar & Records website](#).

### **Limits and Regulations:**

1. Students shall use the Withdraw to Zero Credits form to discontinue enrollment from all coursework at Williston State College, if any grade(s) has not been earned in a course(s) and if ALL courses fall within the Last Day to Drop/Withdraw deadline.
2. Withdrawals submitted after the deadline will be not processed and will result in earned grades.
3. Students who have received any grade(s) in any courses for a term are considered to have earned college credit for those courses; therefore, are unable to withdraw to zero credits. The student must complete the course drop process in CampusConnection for all courses that are not yet graded and must follow all limits and regulations as established in the course drop policy.
4. Students who submit the Withdraw to Zero Credits form, and do not qualify for a withdrawal to zero credits, will be contacted by the Academic Records Office concerning how to drop their remaining courses with potentially no refund.
5. The withdrawal date will be posted on student transcript after the process is completed.
6. The date the Withdraw to Zero Credits form is received in the Academic Record's Office will determine the transcript and refund outcome:

100% refund up thru 8.999% of the class length  
75% refund from 9.0% thru 34.999% of the class length  
50% refund from 35.0% thru 59.999% of the class length  
0% refund from 60.0% thru 100% of the class length

7. For the standard 16 week session in the fall and spring terms, the last day to withdraw is the Friday of the 12<sup>th</sup> class week of the term. Withdraw date will be noted on the transcript.
8. For non-standard sessions, the last day to withdraw will be prorated based on the 16 week session.
9. Refunds are based on class enrollment at the time the withdrawal is received. Prior classes that have been dropped through the CampusConnection process are not a part of the withdrawal process.

## **Policy: Academic Records Drop/Hardship Withdrawal Appeal**

This policy allows a student the opportunity to appeal a transcript record following a course drop, a withdrawal to zero credits, or past the last day to drop/withdraw with record due to extenuating circumstances.

### **Withdrawal to Zero Credits Procedure:**

Students must submit a Student Drop/Hardship Withdraw Form located online to drop a course, withdraw to zero credits, or petition a drop/withdraw past the last day due to extenuating circumstances.

### **Limits and Regulations:**

1. The Student Drop/Hardship Withdraw Form must be submitted to the Academic Records Office within four weeks after the end of term.
2. The Student Drop/Hardship Withdraw Form will be reviewed by the Hardship Withdrawal Committee (consisting of the Registrar and two additional WSC Personnel) in addition to documentation provided to the Academic Records Office for approval or denial. Additional documentation and input from internal departments may be requested throughout the review process.
3. Students who attempt to drop all classes in CampusConnection and receive the following error “Unable to drop class, will drop below required minimum units for enrollment” must complete the Student Drop/Hardship Withdraw Form and provide an estimated attempted drop date for the semester. These dates will be verified in CampusConnection by the Academic Records Office prior to any consideration.
4. Submitting the Student Drop/Hardship Withdraw Form does not guarantee removal of grade.
5. Submitting the Student Drop/Hardship Withdraw Form does not guarantee transcript record removal.

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## ***Student Records Policy: Course Override***

Students must receive instructor consent to register for courses that are closed, courses in which a time conflict may occur or courses in which prerequisites are required. This consent must be received by the Academic Records Office so that the student is registered by the last day to enroll.

### **Procedure**

The student must complete the Course Override form with complete signatures and return it to the Academic Records Office for processing.

To ensure accurate processing, submitted forms with incomplete or missing information will be returned to the student for corrected completion prior to processing.

<b>Time Conflict Override Request</b>	Form must be approved and signed by both instructors of the courses that are conflicting
<b>Requisites Required</b>	Form must be approved by the course instructor and the department chair for the requested course.
<b>Maximum credit load increase</b>	Form must be approved by the course instructor and the student's advisor.

Students, as well as instructors, are required to use their WSC email account when requesting an email override. Emails sent by outside vendors or unofficial servers will not be processed.

Email overrides should be directed to the Academic Records Office at [wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu) from the course instructor.

The student must also be copied (CC:) on the email to allow for them to receive the transactional communication and provide the Registrar with the opportunity to respond once the override has been processed.

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## ***Student Records Policy: Course Substitution***

A student is expected to complete all Williston State College program and degree requirements in effect at the time a continuously enrolled student was accepted to the college or program or at the time a non-continuously enrolled student returned to the college to finish their education. The College, under special circumstances, may allow a course substitution.

### **General Advice to Students:**

Students should familiarize themselves with this policy. They should work with their academic advisor and anticipated transfer institutions or employers to determine any negative impacts of the proposed substitution. Students are reminded that any deviation from the prescribed course of study must be approved through the process outlined below. Requests are evaluated on a case-by-case basis. Failure to enroll in a required course is typically not sufficient reason to request a course substitution.

### **Procedure:**

While each course substitution request will be judged individually on its merits, successful requests should meet the following criteria. This list is provided to help the student and academic advisor.

1. Student must be currently active in CampusConnection in the program of study to which the substitution applies.
2. Course Substitution request must be submitted after the student has been matriculated and the course being used for substitution has been posted to their transcript. A student taking one or more courses from another institution during their final semester needs to submit an in-progress transcript along with their Graduation Application if any of those courses are to be proposed for substitution.
3. Courses to be substituted must be equal to or greater in credits than the required course and not reduce the number of credits needed to complete the degree.
4. Course to be substituted should meet the content and outcomes of the required course.
5. Course to be substituted for a general education requirement must come from the same general education category (e.g., math for math, or arts/humanities for art/humanities, but not math for arts/humanities.)
6. Substitution of a course for a previously failed course will nearly always be denied.
7. Substitution of a transfer course identified as an elective must meet the usual requirements for transfer (e.g., taken from a regionally accredited institution, ACE evaluated military credit, WES evaluated foreign institution credit, etc.) A course description and/or syllabus of transfer courses proposed as substitutes is required with the form.
8. New course substitution form must be submitted if a student has had a break in enrollment following the first submission, even if the original substitution was approved.
9. All course substitution forms are submitted to the advisor for approval and reviewed for final approval by the department chair of the requested course substitution.

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### **Appeal of Denied Course Substitution Policy:**

Williston State College allows for an appeal of a course substitution request that has been denied.

### **Course Substitution Request Procedure:**

1. The student, who must be currently enrolled in the college and active in the program, will discuss course substitution options with an academic advisor.
2. The student will then complete the Course Substitution Petition form with their academic advisor. Incomplete petitions will not be evaluated and will be returned to the academic advisor.
3. Petition for Course Substitution must be signed and approved by:
  - Academic Advisor
  - Department Chair
  - Vice President for Academic Affairs
4. Attach a copy of the course description and/or syllabus.
5. Submit the completed Petition to the Academic Records Office after the credits being used for substitution have been posted to the transcript. Consistent with the Family Educational Rights and Privacy Act (FERPA) requirements, a scanned copy of the completed Petition can be sent from a WSC email address to [wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu) in lieu of signature on the Petition. Petitions sent from other than WSC email addresses cannot be accepted.
6. Email notification of approval or denial of the Petition will be sent to the student and academic advisor.

### **Course Substitution Appeal Procedure:**

1. The student and academic advisor should discuss the course substitution denial.
2. The student will then complete the Petition Course Substitution Appeal form with their academic advisor. Incomplete petitions will not be evaluated and will be returned to the academic advisor.
3. Submit the completed Petition to the Academic Records Office after the credits being used for substitution have been posted to the transcript, but prior to the application for degree deadline date. Consistent with the Family Educational Rights and Privacy Act (FERPA) requirements, a scanned copy of the completed Petition can be sent from a WSC email address to [wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu) in lieu of signature on the Petition. Petitions sent from other than WSC email addresses cannot be accepted.
4. The Registrar will forward the appeal along with the initial substitution petition to the Vice President for Academic Affairs.
5. Review of the appeal will be completed by the Vice President for Academic Affairs. The Vice President for Academic Affairs will forward the decision to the Registrar.
6. A final decision will be sent via email from the Registrar to the student, Department Chair, and academic advisor.

## ***Student Records Procedure: DSST – DANTES Subject Standardized Tests***

Williston State College will permit students to demonstrate college level competency and establish college credits by successfully passing “credit-by-exams programs” as defined by SBHE Policy 403.7 (3)(C) and as provided for in the following limits, regulations, and procedures.

### **Limits and Regulations:**

1. Students must be currently accepted into a degree seeking, certificate, or diploma program to be awarded DSST credits.
2. A student must be enrolled in any WSC course during the term for which the request is made in order for DSST credits to be posted to the official WSC transcript.
3. Students should be aware that DSST credits may not transfer to other colleges. Students are urged to check the intended transfer institution for current transfer information. WSC is not responsible for transferability of DSST credits.
4. DSST credits do not have letter grades assigned, thus, will not be used to compute a student’s grade point average.
5. Student will not be granted DSST credit for courses:
  - a. In which they have previously challenged OR
  - b. In which they are currently enrolled OR
  - c. In which they were previously enrolled (regardless of grade earned) OR
  - d. In which they have earned transfer credit from any accredited institution OR
  - e. In which they were enrolled but dropped with record on an official transcript
6. DSST credits, once recorded on a student’s WSC transcript, become a permanent part of the academic record.
7. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, DSST, military training, WSC challenge examination credit, portfolio development, industry credit training, and courses covered under high school articulation agreements) may be applied to an associate’s degree, diploma, or certificate at WSC.
8. Credits earned through DSST will count toward WSC graduation requirements; however, they do not count toward the minimum institutional credit requirements.
9. Students must meet minimum score requirements to obtain college level credit at WSC.
10. Duplicate credit will not be awarded for overlapping exams.
11. DSST exams can be repeated after 6 months using regular registration procedures.
12. The number of DSST credits awarded is equal to WSC course credits.

### **References:**

SBHE Policy 403.7 - Common General Education Requirement and Transfer of General Education Credits

NDUS Procedure 403.7.4 - Common Credit-By-Exam Guidelines

NDUS Credit-By-Exam Chart

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## ***Student Records Policy: Degrees***

Students who are anticipating or have completed degree requirements must apply for graduation in order to receive a graduation audit and receive a diploma.

### **Procedure:**

1. Students must apply for graduation using the Williston State College Graduation Application.
  - a. Students are advised to apply for graduation at least one term prior to their expected completion term. This is important to ensure that all courses have been met in order to graduate the following term.
2. Graduation applications will be reviewed in the order they are received. Students will receive correspondence regarding their application and its status to their WSC email address.
3. Graduation applications must be received by April 1<sup>st</sup> for commencement program printing purposes.
4. Final graduation audits will be completed following the complete submission of grades from instructors. Students should allow at least 5 weeks after the end of the term for their diplomas to be mailed and received.
  - a. Diplomas are **not** mailed out to students with negative service indicator hold. Diplomas will be held until the hold is satisfied by the student.
5. Students applying for multiple degrees within one program will be eligible to receive all applicable degrees upon completion of final degree.
6. A degree cannot be conferred if a student is enrolled in coursework after the expected completion term. Students who are enrolled in coursework following their completion term must reapply for admission. Should a student choose not to reapply, confirmation of the degree will follow the end of the final term of coursework with Williston State College.
7. Students wishing to earn a degree from Williston State College must be in a degree-seeking program. Students who are non-degree seeking must reapply for admission into the program of choice **before** the start of the degree-completion term.

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## ***Student Records Policy: Final Grade Change***

It is Williston State College policy to have rules and regulations governing the changing of final grades which assure fairness and consistency.

Submitted grades, except grades of incomplete, are final and may only be changed by the instructor to correct human error or fraud (plagiarism or cheating). Grades may not be changed for students submitting additional work or materials past the last day of course.

### **Final Grade Change Procedure:**

1. Course instructors may change final grades, on their own authority, within the limits of this policy, within four weeks of the close of the term. Reasons for the change must be documented on the final grade change form or via WSC email.
2. In the absence of the course instructor, the Department Chair must complete the final grade change form.
3. Fall, spring, and summer semesters are included for this policy.
5. Grades cannot be changed to a withdrawal (W) or an audit (AU) as those are not grade options. They are administrative procedures initiated by the student, not the instructor.
6. If the change of a final grade impacts academic standing and academic honors, the update will be reflected on the student's transcript.
7. In accordance with the regulations provided above, instructors should provide final grade changes via the Grade Change Form. This form is available by request from the Registrar. All information must be filled in and an instructor's signature is required. This form can be dropped off at the Academic Records Office or emailed to [wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu)
8. **Due to FERPA regulations, Academic Records will only accept requests from a WSC email account. A request from a non-WSC email account will not be honored.** If you do not know your WSC email account log-in information please contact the WSC IT Help Desk at 701.774.4593 and they will assist you.
9. **Do not include the student in the email.** This is in violation of FERPA. If the student would like to be notified when the grade change(s) have been completed you can email them separately, after you receive the confirmation from the Registrar that the grade change has been made. When emailing the student, please instruct them to view their grade change within CampusConnection via their unofficial transcript. **Do not refer to any course or grade information in the email.**

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## ***Student Records Procedure: Grades***

Williston State College shall establish appropriate rules and regulations for grading students.

### **Procedure:**

#### **Grades:**

1. Course work is graded, A, B, C, D, or F. "A" indicates superior, "B" above average, "C" average, "D" below average, and "F" failing with no credit granted.
2. Departments may use a Satisfactory (S) and Unsatisfactory (U) grading system for certain courses or programs provided an appropriate new course/course change request form is submitted.
3. Withdrawal (W) and Audit (AU) are not grades.
4. Incomplete (I) is not a grade, but is assigned as a placeholder for a grade to be awarded at a later date in accordance with WSC Policy—Incomplete Grading Policy.

#### **Grade Basis Definitions:**

- Audit (AUD) – Indicates a student is not obligated to complete assignments and may not participate in examinations and will not receive a grade or college credit. This grade basis will not carry honor points or earned credit and will not count toward the student's degree program.
- Graded (GRD) –This grade basis may carry honor points and earned credit and may count toward the student's degree program. (A, B, C, D, F)
- Grade Forgiveness (FRV) - Indicates that a student has not attended WSC for 5 or more years and requests all earned grades in a selected full semester(s) be excluded from GPA. This grade basis will not carry honor points or earned credit and will not count toward the student's degree program.
- Satisfactory/Unsatisfactory (SUS) – This grade basis will not carry honor points but the Satisfactory (S) courses will count toward the student's degree program, given the course is not developmental in nature. (S, U)
- Pre-College (PRC) - Indicates the need for college preparation work before enrollment in college level courses. This grade basis will not carry honor points or earned credit and will not count toward the student's degree program.
- Transfer (TRN) - Indicates coursework that is recorded on a WSC transcript from another regionally accredited post-secondary institution. This grade basis may carry honor points and earned credit and may count toward the student's degree program.

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## ***Student Records Procedure: Grade Forgiveness***

A former Williston State College student, who has not completed an associate degree, diploma, or a certificate, and has not been in attendance at Williston State College for five or more years, may request to exclude from GPA calculations all grades earned in selected full semester(s) completed at Williston State College prior to the five year interval.

### **Procedure:**

1. Students wishing to request grade forgiveness will consult with the Registrar to be counseled on proper procedures. Only with approval from the Vice President for Academic Affairs shall the grade forgiveness be granted.
2. A student may only exercise the option of "grade forgiveness" once.
3. Student obtains grade forgiveness form.
4. Student completes grade forgiveness form and returns to Vice President for Academic Affairs.
5. After reviewing the grade forgiveness form and recommendation of the Vice President for Academic Affairs, the Academic Records Office will record necessary Grade Forgiveness information on student records.
6. Although the grades will be excluded from calculating the students GPA the courses and forgiven grades will remain on the student's transcript.
7. Courses where grades have been excluded cannot be used to satisfy any academic requirements.
8. Extenuating circumstances will be dealt with on an individual basis by the Student Review Committee.

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## ***Student Records Policy: Honor Points and GPA***

Williston State College shall establish appropriate rules and regulations for issuing honor points and calculating grade point average (GPA).

### **Procedure:**

#### **Honor Points:**

- A - 4 honor points per credit
- B - 3 honor points per credit
- C - 2 honor points per credit
- D - 1 honor point per credit
- F - 0 honor points
- S - 0 honor points
- U - 0 honor points

#### **GPA:**

1. Term GPA is calculated given only one term's coursework.
2. Institutional GPA is calculated using only WSC coursework.
3. Cumulative GPA is calculated using only WSC coursework.
4. Total Cum GPA Including Transfer Credit is calculated using WSC coursework plus transfer coursework.
5. Precollege (developmental) coursework is not used in calculating Term, Institutional, Cumulative, or Total CUM GPA Including Transfer Credit GPA's.
6. Students should refer to the President's Honor Roll Policy and to the Academic Probation, Suspension and Reinstatement Policy to determine impact of GPA on these items.

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## Student Records: Incomplete Policy

In accordance with the WSC policy regarding Student Academic Records and SBHE/NDUS Policy 440 (enrollment reporting), an Incomplete may be assigned to the student who has been in attendance and has done satisfactory work within four weeks to the close of the course and whose work is incomplete as a result of extenuating reasons.

### Procedure:

1. An incomplete is not a grade, but rather is a placeholder issued by the instructor to a student who is unable to complete the course within the normally scheduled time frame.
2. An incomplete may only be granted to a student, at the instructor's discretion, if all of the following conditions are met:
  - The student is in good academic standing for the course through the final date to drop the course.
  - A student is unable to complete all assigned requirements before the last day to drop the course due to significant reasons beyond their control (i.e. medical, military, death of immediate family, or personal or natural disaster).
  - The student and instructor have agreed that the incomplete grade is acceptable.
3. An Incomplete Grade Reporting Form must be completed by the instructor and the student. The instructor will submit the form to the Academic Records Office by the grade submission deadline where the "I" will be entered into the student's academic record in lieu of a grade. The Academic Records Office will then send the form through the approval process with the Department Chair.
4. An incomplete must be completed within four weeks of the close of the semester in which it is awarded. Extensions beyond the standard maximum require approval from the Vice President for Academic Affairs and may not exceed two incomplete conversion cycles (8 weeks total).
  - a. Developmental courses may be allowed additional time to complete incomplete work, up to 8 weeks initially and extendable (as above) up to a total of 16 weeks.
5. A Grade Change Form to change the grade must be submitted by the instructor prior to the administrative conversion deadline set by the College.
  - a. When an incomplete is changed to a grade by the course instructor, that grade becomes the final grade. Any required work not completed within the approved time will be assigned zero credit and a final grade computed.
  - b. If a Final Grade Change form is not submitted by the course instructor, the incomplete will convert to a final grade of failing (F) or unsuccessful (U). The

Academic Records Office will change the incomplete and send correspondence to the student.

6. Students should be advised that accepting an incomplete in a course that is a prerequisite for another course could prevent them from starting that second course as long as the incomplete is on the record. If the student has already enrolled in the second course, the instructor could administratively drop the student.
7. Students are not allowed to graduate with an incomplete on their WSC academic record.
8. Failure to complete all incomplete requirements for the degree within 30 days of the end of the semester of graduation will delay the awarding of the degree until the following semester.
9. Students who were issued incompletes that later converted to failing (F) or unsuccessful (U) may appeal disputed grades in accordance with WSC Student Policy – Student Grievance and Appeal. 22
10. It is the student’s responsibility to communicate with the instructor and ask for an incomplete to be issued. It is at the instructor’s discretion to request the appropriate documentation (see examples below).

<b>Reason</b>	<b>Documentation that may be requested by instructor</b>
Medical	Letter from the Medical Physician on official letterhead listing specific dates, conditions, and ability to complete and/or attend class(es).
Military	Orders listing dates of activation or other paperwork detailing activation information
Death of Immediate Family	Funeral Service Bulletin showing relationship to deceased. Immediate family members include husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parent, foster children, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, and father-in-law.
Natural Disaster (personal)	Official newspaper article from area in residence.
Natural Disaster (work related)	Letter on official letterhead from employer’s human resource department.

Policy and Procedure were approved by Faculty Senate on 5/2/17.

Policy and procedure were approved by Faculty Council on 5/3/17.

## **Policy: Readmission from Academic Suspension**

Students seeking readmission or admission to Williston State College from academic suspension must sit out for at least one semester (includes summer session). Williston State College honors suspensions of other institutions.

### **Procedure:**

The readmission procedures are outlined below:

1. Complete and submit a WSC Application for Admission
2. Complete the Academic Suspension Readmission Request form. The form is available online.
3. Submit the form to the Academic Records Office at [wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu) to have your request reviewed. Requests are reviewed by the Vice President for Academic Affairs in order to determine the best Student Education Plan for the student.
4. Students should complete the above process at least **two weeks** prior to the beginning of an academic semester to be considered for readmission.
  - a. If the request is approved, the student may register and may have contingencies placed on their readmission.

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## **Policy: Repeating a Course**

Williston State College shall establish appropriate rules and regulations for repeating a course.

### **General Advice:**

Students may repeat courses at Williston State College in order to improve grades or to update knowledge of the course content. Students who are receiving financial aid must consider the impact of repeating a class (es) on their eligibility for financial aid. Students should seek academic advisement before deciding to repeat a course.

### **Repeating a Course:**

1. The initial grade and the new grade for the repeated courses will appear on the student's official and unofficial transcript.
2. The grade earned during the last enrollment will be used in calculating grade point averages and degree requirements, even if that grade is lower.
3. The initial grade will continue to be calculated in grade point average and in degree requirements, if the repeated course is dropped or withdrawn.
4. Students who have earned a degree may re-enroll in a course but the repeat policy will not apply. Both courses will be included in calculation of GPA and total credits.
5. The repeat policy is applicable to transfer credit as long as the course is deemed equivalent to a Williston State College course.
6. Courses that Williston State College has inactivated or discontinued may not be repeated.
7. Repeats are not calculated on Pre-College courses. (Academic Skill Courses (ASC))
8. Repeats of a course occur only if subsequent enrollment is on the same basis of grading as the first. (ex. A course initially taken for a letter grade must be repeated for a letter grade.)
9. Repeats applied to courses within a given semester will not change as a result of Academic Forgiveness.
10. Repeating a course may improve the student's academic standing. However, prior academic standing, as it has been recorded on the official and unofficial transcripts, will remain unchanged.
11. If a student previously passes a class but is not satisfied with the grade received or needs a higher grade per degree requirements, the student may repeat that class **ONLY** one time and count that class towards enrollment status for federal financial aid eligibility. Once a student receives a passing grade for a class, the student can only receive federal financial aid for one repeated course. Below is an example that may provide further clarification:
  - a. Student A takes English 110 in the fall semester and earns a "D" grade
  - b. Student A repeats English 110 in the spring semester and earns a "D" grade
  - c. Student A repeats English 110 the following fall semester – **CANNOT** receive federal financial aid to pay for this class
12. The initial repeat of any of the specific courses that allow multiple enrollments will not count as a repeat (ex. HPER 101, MUSC 117, etc.). Further repeats may or may not count due to the nature of the course. Please contact the Academic Records Office or your academic advisor for clarification.

## **Policy: Requesting of Official Transcripts**

Williston State College has authorized the National Student Clearinghouse to provide official transcript ordering online. This service allows students to order official transcripts securely via the web.

### **General Information regarding orders:**

- A transcript will not be issued if a negative service indicator hold has been placed on a student's account for outstanding balances. The hold must be satisfied within 60 days of the receipt of the request. After 60 days, the order will be automatically cancelled and a new order will need to be placed.
- Cost per transcript is \$7.25 per copy ordered.
- Transcript requests of academic coursework completed at other institutions must be directed to the respective institutions.
- Faxed transcripts are not considered official. Verify the type of transcript needed before requesting a copy to be faxed.

### **Delivery and Fee Options**

- Regular First Class Mail -\$7.25/transcript
  - Once your order is received in our office, your transcript will be mailed via regular US mail within 3 - 5 business days of the order.
- Hold for Pick Up - \$7.25/transcript
  - Once your order is received in our office, your transcript will be available for pickup at the Academic Records Office two business days after receiving the transcript order. Photo ID is required for pick-up.

### **Procedure:**

1. Go to WILLISTONSTATE.EDU
2. Click REQUEST TRANSCRIPT [top of page]
3. Click START
4. Fill out fields for PERSONAL INFORMATION
5. Select RECIPIENT
6. Enter RECIPIENT DETAILS
7. REVIEW ORDER
8. Enter CREDIT CARD
9. Sign CONSENT
10. An order number will be provided when the transaction is complete
11. An email will be sent when the order is received and when order is sent.
12. Official transcripts can also be requested by paper. For the official transcript request form, email the Academic Records office at [wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu)

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## **Policy: Student Credit Load**

At Williston State College students of documented ability may petition to enroll in more than the prescribed class load limit.

### **Procedure:**

#### **Class Load Limit:**

The class load limit for all full-time students is 20 credit hours per semester. During summer session the class load limit is 12 credit hours.

#### **Petitioning for Extra Class Load:**

1. A student who wishes to attempt an extra class load must file a completed Course Override Form located on the Academic Records Office webpage on/by the end of the second (2nd) day of classes during the semester for which the overload is requested. The Petition for Additional Class Load form must be approved by the instructor of course that is being requested and the student's advisor.
2. The student will be notified of the status of their petition on/or before the published deadline to add classes via WSC email address.

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## **Policy: Transfer Credit**

Students who wish to transfer to WSC from another college or university must complete all of the admissions requirements and must provide the Enrollment Services Office with official and complete transcripts, showing all courses attempted and grades earned, from all colleges attended.

### **Procedure:**

1. WSC accepts transfer credit earned from regionally recognized accredited institutions of postsecondary education.
  2. Courses approved for transfer must be comparable in nature, content, and level and match at least 80 percent of the content and goals of the course for which the student is seeking equivalent credit.
  3. Upon acceptance to WSC, the Registrar will perform an evaluation of all official college transcripts. The official evaluation process usually takes up to three weeks.
  4. Students accepted to WSC four weeks or less prior to the start of a semester will not be guaranteed an official transcript evaluation in time for registration.
  5. The evaluation by the Registrar will determine which credits will transfer as well as how those credits will be applied toward the College's general education requirements. Courses accepted for a specific technical program will be determined by the individual department.
  6. All college-level credit attempted will be posted in transfer by WSC. There are certain exceptions to this rule, and these exceptions include, but may not be limited to the following:
    - Remedial courses\* by definition of the transferring institution or equivalent to a remedial course taught at WSC.
    - Graduate level by definition of the transferring institution legend.
    - Continuing education courses
    - Institution-based credit by examination
    - Credit granted for life experience by other institutions
    - All collaborative credits attempted/earned at provider institution(s) with "W" will be recorded at students' home institution.
- \*Remedial course work may meet pre-requisite requirements.
7. The number of credits which are transferable depends upon the calendar system of the transfer institution (semester, trimester, quarter system) and the classroom (contact) hours of the class.
  8. Grades associated with transfer credits are calculated in the student's WSC cumulative grade point average (GPA).
  9. A course-by-course evaluation by World Education Services (WES) or Span-Tran of non-U.S. postsecondary credentials is required if credit is intended to be used as transfer credit. Only one course-by-course evaluation service can be used for all transfer work.
  10. A student who was suspended from another institution must have a lapse of at least one semester prior to the term in which he/she is seeking admission to WSC.

11. Courses that are repeated are counted only once in total credits earned. Students may repeat a course at WSC; however, the first grade earned in the repeated course is never removed from the transcript. The GPA is computed using the last grade received, even if the last grade is lower than the first.

12. Students have the right to appeal transfer credit decisions. The student must contact the Academic Records Office to initiate the appeal process. Additional documentation may be required of the students before the appeal is reviewed. The student will be notified of the decision rendered.

13. Transfer credit earned after completion of a degree at Williston State College will only be posted to a student transcript when the readmission process is complete. Transfer credit will be posted to the term of remittance.

14. Transfer credit posted after a degree is awarded at Williston State College will not impact calculated GPAs prior to degree completion.

15. Upper-level undergraduate coursework, typically numbered with 300 and 400 level markings, will be evaluated and transferred in as general transfer coursework. Requests can be made from the student to the Registrar for a departmental review of individual coursework for equivalency.

**References:**

SBHE 402.4 Admission Policies – Transfer Applicants -

<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=85&SID=5>

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## **Policy: Verification of Enrollment Reporting**

### **Policy:**

WSC monitors and updates the enrollment status of students who receive Title IV aid and sends updates to NSLDS via the National Student Clearinghouse. These reports are sent monthly by the Office for Academic Records to ensure student statuses are updated within the allowable 30 day timeframe.

### **Procedure:**

The WSC Office for Academic Records, produces monthly reports using the PeopleSoft platform. These reports are sent monthly no later than the 5<sup>th</sup> of each month.

Student statuses are updated in the following situations:

- Enrolled less than half time
- Reductions or increases in attendance levels
- Withdraws
- Graduates
- Leave of absence
- Changes in permanent address

Students unofficially withdrawing from WSC are monitored by the WSC Financial Aid Office. These students are manually updated in NSLDS to reflect their date of last attendance as withdrawn.

WSC supplies students with Enrollment Verification information on their website at the following location: <http://www.willistonstate.edu/Current-Students/Academic-Records/Enrollment-Verification.html>

## **Policy: SBHE 510: Rights of Students Called to Active Military Service**

1. A student not on active military service at the beginning of an academic term who is called or ordered to active military service for fourteen consecutive days or longer during the term shall have the right, at the student's option:
  - a. To withdraw from any or all classes in which the student is enrolled, even if after the established deadline for withdrawal, and be entitled, subject to applicable laws or regulations governing federal or state financial aid programs and allocation or refund as required under those programs, to a full refund of tuition and mandatory fees. The student shall not receive credit or a grade for classes from which the student withdraws. A student in good standing at the time of exercising this right shall have the right to be readmitted and reenroll, without penalty or redetermination of admission eligibility, within one year following release from active military service;
  - b. To request an incomplete under the institution's incomplete policy; or
  - c. Except for science labs, internships and other classes for which attendance or in-person participation is an essential part continue and complete the course for full credit if, in the opinion of the faculty member teaching the class, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the award of credit and grade. Upon a student's request and at the discretion of the faculty member, this option may be made available for a science lab or internship.
2. A student called or ordered to active military service during a term shall have the right to a refund of fees other than mandatory fees for that term as follows:
  - a. A refund on a pro rata basis for a housing contract and a traditional term board contract, and a full refund of any unused balance for a "declining balance" board contract, or a board contract by which a student purchased a specified number or dollar value of meals;
  - b. A refund on a pro rata basis of parking fees and other optional fees;
  - c. No refund is due for course challenge or similar fees for classes for which the student is awarded full credit;
  - d. No refund is due for flight training or similar fees for specialized training.
3. The chancellor may adopt procedures implementing this policy.

### History:

New policy. SBHE Minutes, November 21, 2002.

## **Policy: SBHE 406.1: Academic Calendars**

Except for the School of Medicine and Law, University system institutions shall operate under a common academic year calendar approved by the Chancellor. The Chancellor shall approve academic year calendars at least two years in advance and may approve a perpetual calendar.

Academic year calendars must include at least 160 class days, including test days, but excluding class holidays and days reserved for orientation, registration and commencement. Institutions may designate one class day before finals each semester as a reading/review day.

Academic year calendars are subject to the following additional guidelines:

1. Class holidays are Labor Day, Veterans' Day, Thanksgiving Day and the Friday following, Martin Luther King Day, Presidents' Day, and the Friday before and Monday following Easter Sunday;
2. Fall semester ends before Christmas;
3. There is at least a two week break, including Christmas and New Year's Day, between Fall and Spring semesters;
4. There is a one week Spring semester break beginning the Monday following 40 class days;
5. Finals week begins on a Monday unless a campus identifies the penultimate Friday of the semester as a reading/review day, in which case final exams may begin on the Saturday following the Friday reading/review day;
6. Campuses may identify programs that shall continue to hold class meetings during finals week; and
7. For a standard 16 week semester, the last day to add or drop a course without a record is the 10th calendar day in the fall term and the 11th calendar day in the spring term. For course drops or institutional withdrawals after the 10th calendar day in the fall term or 11th calendar day in the spring term but not later than the last business day of the 12th week of class, a "W" shall be recorded. Add, drop and withdrawal dates for summer terms or other sessions not 16 weeks in length shall be proportionate to the standard 16-week term. Registration day is the first day of a standard 16-week academic term. Grades reported at the end of the term shall include those of students who fail to drop the course or withdraw from the institution according to the dates listed above. Requests for reconsideration or appeals and exceptions to these requirements, based on hardship or other good cause, shall be addressed following established institutional procedures.
8. Campuses may adjust course meeting schedules when the holiday schedule differentially affects courses that meet once a week.

Williston State College publishes their academic calendar in the [Academic Catalog](#) in accordance with SBHE Policy 406.1.

### **History:**

New policy. SBHE Minutes, June 8-9, 1983, page 5143.  
Amendment SBHE Minutes, September 24-25, 1987, page 5632.  
Amendment SBHE Minutes, September 12-13, 1989, page 5891.  
Amendment SBHE Minutes, April 17, 1998, page 6874.  
Amendment SBHE Minutes, February 21-22, 2002.  
Amendment SBHE Minutes, June 19, 2008.  
Amendment SBHE Minutes, Sept. 16, 2010.