

Labette Community College wants to provide an opportunity for all students to attend college and be successful. Students who have achieved a level of proficiency in the English language are more likely to have a successful college experience. Labette Community College has established the following process to enhance student success for those students whose primary language is not English.

### ESL Students

If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:

1. Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
2. Test of English as a Foreign Language (TOEFL) score of 70 internet-based (iBT)
3. International English Language Testing System (IELTS) score of 6 or higher
4. Completion of ELS Language Centers level 112 ([http://www.els.edu/contents/US\\_University.aspx](http://www.els.edu/contents/US_University.aspx))
5. EIKEN scores of Pre-1 and 1
6. Completion of an Intensive English Program at an accredited four year university.
7. Completion of Bridge's Academic English Level 5

### Grades

#### Grade Posting

Grades will be posted on the RedZone by instructors. Grades will be posted by the dates indicated in the Academic Calendar. Students can access their grades by logging onto the RedZone at [www.labette.edu](http://www.labette.edu), using their Student ID number and their PIN.

#### Grading System

The following symbols are used for student evaluation and will be sent with any transcript leaving the College.

CODE EXPLANATION:		GRADE EXPLANATION:	
Code	Definition	Grade	Points Earned
W	Withdrew	A	4.0
N	No Credit	B	3.0
P	Pass	C	2.0
I	Incomplete	D	1.0
X	By Examination	F	0.0
R	Repeat *	UF	0.0 Unearned F
P	Pass Credit Only**	P	0.0 Pass Credit
WIP	Work In Progress	N	0.0 No Credit
N	No Credit	I	Incomplete***
--	Lab credit included with lecture		
AU	Audit		
UF	Unearned F		
IM	Incomplete Military		
WM	Withdrawal Military		

Grade(s) with an asterisk indicate **Academic Forgiveness**

**\*Repeated Courses** - Students are allowed to repeat courses if a grade below an "A" has been received. The highest grade earned will be used in GPA calculation.

**\*\*Pass Credit** - In courses where a grade is "P", hours are not included in the GPA.

**\*\*\*Incomplete Contracts** - These are submitted by the instructor prior to semester end. If work is not completed, Incompletes will be converted to an "F" at the close of the following semester.

**Unearned** – An Unearned F is given if the student did not complete the final or the final assignment. An F is given if the student completed the final or the final assignment and has earned a grade of F.

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**Transfer Credits** - Lafayette Community College accepts transfer credits from other regionally accredited institutions and grades earned are computed in the cumulative GPA.

### **Pass/Fail Grade Process**

Some students may wish to take certain courses for a pass/fail grade rather than a letter grade. If a student wishes to receive a pass/fail grade, he or she must make this request during the first two weeks of the course. The request should be completed on the Request for Pass/Fail Grade form by the student and given to the instructor. It must be approved by the instructor and the Vice President of Academic Affairs. Once processed, the request cannot be reversed. The white copy of the approved request is to be attached to the grade sheet at the end of the term (the canary copy will be sent to the student).

**Note:** Students are cautioned to check with their advisor about the transferability of pass/fail courses prior to initiating requests for pass/fail grades. The courses are added to a student's credit hour total, but are not included in the grade point average. Pass/fail status may affect transfer as well.

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## **Graduation Procedures**

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Note: Graduation requirements include a 2.0 minimum cumulative GPA.

All students who have completed or are currently enrolled in must equal 42 credit hours and plan to graduate in the following fall or spring semester must request an official degree check in the Student Affairs Office by completing a "Degree Check Request" form. A "Degree Check Request" should be submitted no later than the end of January prior to spring graduation. Students who wish to graduate in December must submit a Degree Check Request by October 31 and all degree requirements must be completed by the end of the Fall Semester.

All student who have or will complete all certificate requirement's by the end of their currently enrolled semester must request an official certificate check in the Student Affairs Office by completing a "Certificate Check Request" form. A "Certificate Check Request" should be submitted no later than the end of January prior to spring graduation. Students who will complete their certificate in December must submit a Certificate Check Request by October 31 and all certificate requirements must be completed by the end of the Fall Semester.

All graduating students and certificate earners must have their high school transcript or high school equivalent transcript on file. Transfer students must complete at least 15 credit hours at LCC to graduate with an Associates Degree. All official transcripts from other institutions must be on file. Evaluation results of the student's permanent academic record will be mailed to the student, outlining specific requirements needed for the certificate/degree selected. The response will indicate those requirements completed and those that need to be completed.

Certificate/Degree candidates must meet graduation requirements found in the catalog of the student's graduation year or a catalog from any of the three years immediately prior to graduation, provided the student was enrolled during the year selected. When a degree program is discontinued, students have two years to complete the program. Students who have completed the program within this time period will be awarded a degree.

Students who lack six credit hours or less at the end of the spring semester and plan to complete all course requirements are eligible to apply for and participate in the graduation ceremony. To qualify, students must have a cumulative GPA of at least 2.0 according to grades posted prior to January 31st. Students who wish to be removed from the graduation list must do so by April 1st. After April 1st, the graduation list will contain the names of all students eligible to participate in the graduation ceremony in May despite any changes to their enrollment status.

All "Degree Check Requests" that have been completed within the previous year are re-evaluated after the certification date in the Spring semester. Students the Registrar has determined as eligible to graduate in May will receive information indicating what they need to do to complete the graduation process. Only students who have successfully completed all degree requirements will have their degree noted on their transcript. LCC has a commencement ceremony once a year, in May. Students who complete their degree requirements by the end of the Fall semester will have the degree and graduation date noted on their transcripts. These students will be able to participate in the graduation ceremony the following May.

Graduation with honors shall be determined by the following grade point averages as calculated the semester prior to graduation.