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)
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, 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:

Code	Definition
W	Withdrew
N	No Credit
P	Pass
I	Incomplete
X	By Examination
R	Repeat *
P	Pass Credit Only**
WIP	Work In Progress
N	No Credit
--	Lab credit included with lecture
AU	Audit
UF	Unearned F
IM	Incomplete Military
WM	Withdrawal Military

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

GRADE EXPLANATION:

Grade	Points Earned
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
UF	0.0 Unearned F
P	0.0 Pass Credit
N	0.0 No Credit
I	Incomplete***

*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.

Transfer Credits - Labette 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.

Graduation Procedures

Students who have completed or are currently enrolled in 42 credit hours and intend to graduate in the upcoming fall or spring semester must request an official degree check for any major other than their current declared one. This request must be submitted through the Registrar's Office by completing a "Degree Check Request" form with their Advisor. For spring graduation, the form should be submitted no later than January 31st. Those planning to graduate in December must submit their request by October 31st, ensuring all degree requirements are met by the end of the Fall Semester.

Students who have completed or will complete all certificate requirements by the end of the current semester must request an official certificate check through the Registrar's Office by submitting a "Certificate Check Request" form. This form should be submitted no later than January 3st for those planning to graduate in the spring. Students completing their certificate in December must submit their request by October 31, ensuring all requirements are met by the end of the Fall Semester.

All graduating students and certificate earners are required to have their official high school transcript or equivalent on file with the Registrar's office. Transfer students must complete a minimum of 15 credit hours toward their degree at LCC in order to graduate with an Associate's Degree. Official transcripts from other institutions must also be submitted. Students will receive an email at their LCC email with the evaluation results of the student's permanent academic record by viewing the Advising Worksheet in RedZone to see the specific requirements for their selected certificate or degree.

Certificate or degree candidates must fulfill graduation requirements outlined in the catalog of their graduation year or any of the three preceding years, provided they were enrolled during the selected year. If a degree program is discontinued, students have two years to complete it. Those who meet the requirements within this timeframe will be awarded their degree. Students who have six or fewer credit hours remaining at the end of the spring semester and plan to complete all course requirements are eligible to apply for graduation, order their cap and gown, and participate in the commencement ceremony held in May. To qualify, students must have a cumulative GPA of at least 2.0 based on grades posted before January 31st. Those who wish to be removed from the graduation list must submit their request by April 1st. After this date, all eligible students will remain on the graduation list for the May ceremony, regardless of any changes to their enrollment status.

All "Degree Check Requests" completed within the past year are re-evaluated after the Spring semester's certification date. Students deemed eligible for May graduation by the Registrar will receive instructions on completing the steps for graduation. Only those who fulfill all degree requirements will have their degree recorded on their transcript.
LCC holds a single commencement ceremony each year in May. Students who complete their degree requirements by the end of the Fall semester will have their degree and graduation date reflected on their transcript and may participate in the following May's ceremony.

Graduation with honors shall be determined by the following grade point averages as calculated the semester prior to graduation.
> Summa Cum Laude 4.0
> Magna Cum Laude 3.75-3.99
> Cum Laude 3.50-3.74

Honor students and Veterans will be identified in the graduation program. Diplomas are mailed to graduates in June.