

Academic Policies & Procedures

Enrollment Requirements

Enrollment

You must be officially enrolled by the first day of the course to attend.

Credits & Credit Load

The academic year is divided into three quarters of approximately eleven weeks each. There is also a summer quarter of approximately seven weeks. Peninsula College uses the following schedule to determine credit load status for students:

- Full Time -12 or more credits
- Three Quarter Time - 9-11 Credits
- Half Time - 6-8 credits
- Less than Half Time -1-5 credits

Students who plan on completing their pathway within two years should enroll in 15 credits per quarter. Please consult with your program advisor to determine the best way to meet your specific academic and career goals.

Registration Changes

Peninsula College requires all students to register for classes prior to the start of each quarter. Changes to your courses (adding or dropping) should be made before the start of the quarter. This can be done on the college website at www.pencol.edu or by filling out the student add/drop form, which is available in the Student Services Office.

Withdrawal from Courses

You may withdraw from courses up to one month (30 calendar days, with the exception of summer quarter) prior to the last instructional day of the quarter. For regular scheduled classes, if a class is dropped during the first two weeks of the quarter, a grade will not appear on the transcript. After the first two weeks, a grade of "W," which is not used in computing grade point averages, will be entered on the official transcript. Individuals must officially drop a class in person at Student Services, on the College website www.pencol.edu, or by calling (360) 417-6340. Informing the instructor does not create a withdrawal.

Refund of Tuition and Course Fees

A full refund of tuition and course fees will be made to a student:

1. Who withdraws from the college prior to the sixth instructional day of the quarter for which registration and course fees were applied.
2. Who withdraws prior to the first seminar or class session of self- support courses.
3. For any class canceled by the college.

Fifty percent of tuition only will be made to a student who withdraws from the college on or after the sixth day of instruction, but within twenty calendar days including the first scheduled day of the quarter. Note: Refund policy may differ for condensed quarters and/or early or late starting classes. Contact Pirate Central at studentservices@pencol.edu or (360) 417-6340 for more information.

Grading

The following grading policy and procedures were implemented beginning winter quarter 2012 and revised fall quarter 2018.. College instructors are responsible for evaluating individual performance in the courses they teach. Instructors may report decimal grades from 1.0 to 4.0 in 0.1 increments. The number 0.0 is assigned for failing work, which includes grades reported in the 0.1 to 0.9 range. At the end of each quarter, a copy of grades and credits earned is available on the college website. Students must use individual log ons to access grades.

A grade point average (GPA) is determined by dividing the total number of grade points earned for the quarter by the total number of credit hours in which an individual was registered.

The following symbols can be used to designate a grade for coursework, but are not assigned grade points:

- P- Passing
- S - Satisfactory
- W-Withdrawal
- I - Incomplete
- N - Audit
- U - Unsatisfactory
- V- Discontinued Attendance
- R- Repeated course
- Z - Continuous Enrollment
- * - No grade reported/invalid grade

Individuals who withdraw officially from a course prior to the last 30 calendar days of the quarter will receive a "W."

Nonattendance

Peninsula College views student attendance and participation as crucial to academic success. Therefore, an instructor may assign a V grade for a student who stops attending or fails to attend courses. When a V grade is issued, no grade points are calculated, the grade is not computed in the student's GPA and no credits are issued. An instructor is not obligated to assign a grade of V for nonattendance. Note: The V is a non attendance grade given at the end of the quarter.

In order to accommodate students waiting to register for a course, instructors may initiate a withdrawal for nonattendance. A student who fails to attend at least 50% of a face-to-face class or fails to login for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course. Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should therefore contact their instructors immediately to request an exception to this procedure.

Passing/Unsatisfactory Grades

You may request to enroll in certain courses on a pass or no-pass basis. If you select the option of having a Passing (P), Satisfactory (S), or Unsatisfactory (U) grade for specific course work, you should request this from your instructor at the beginning of the quarter. You should remember that U grades do not earn credit.

While the number of passing/satisfactory (P/S) grades is not limited at Peninsula College, transfer students are cautioned that many baccalaureate institutions impose limits or restrictions on acceptance of P/S graded credit. If you plan to transfer to a baccalaureate institution you should determine that school's policy regarding the acceptance of P/S courses before electing this option.

Audit

You may, with the consent of the instructor, enroll to audit a course. You are expected to attend classes regularly but you will not take examinations, receive grades, or earn credit. Tuition is the same as that charged for credit.

After the fifth day of instruction an individual who is a Washington State resident, and who has or will have attained 60 years of age by the first day of instruction of the quarter during which enrollment is desired, may enroll for audit in certain courses on a space-available basis. Students enrolling under this waiver shall register for no more than two courses per quarter. No tuition will be charged, although some fees may be assessed. Written approval of the instructor is required. (WAC 131-28-080).

Incomplete Grades

The grade of "I," designating incomplete, must be initiated by the student. It requires the agreement of the instructor that you have completed a sufficient amount of course work but cannot complete course requirements during the quarter due to circumstances beyond your control.

The instructor must fill out an electronic contract form that contains the specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract is retained by the instructor, one is given to the student, and one is filed with StudentServices at the time grades are recorded.

An incomplete grade remains permanently on your transcript if the course work is not made up within a maximum of one year.

An individual receiving veteran's benefits and/or federal financial aid who fails to make up an incomplete grade within a designated time may risk partial loss or termination of benefits.

Repeated Courses, Grade Petition

A course may be repeated two times. The original grade will remain on the transcript; however, the higher grade earned in the repeated course will be used in computing grade point averages. Individuals must complete the Repeated Course form (available in the Student Services Office) for a recalculation of their GPA to be processed.

A returning student who has not been enrolled for a period of two or more years at Peninsula College may petition to have previously earned Peninsula College grades of less than 1.4 disregarded in computing grade point averages; however, all grades will remain on the transcript. These forms may be obtained in Student Services or on the College website at www.pencol.edu.

Academic Progress & Performance

Peninsula College is committed to facilitating the academic success of students. The primary purpose of the Academic Progress and Performance Policy is to quickly identify and alert students with low academic achievement and to provide those students with assistance to improve their academic performance.

- Students must earn a GPA of 2.0 or above. If not, the college will place the student progressively on alert, probation, or suspension.
- A student whose cumulative grade point average falls below 2.0 or above will be placed on academic alert.
- A student on academic alert who fails to earn a cumulative grade point average of at least 2.0 at the end of the subsequent quarter of enrollment will be placed on academic probation.
- A student on academic probation who fails to earn a quarterly grade point average of at least 2.0 in the next quarter of enrollment will be placed on academic suspension. A suspended student may petition for readmission to the college after waiting a period of 12 months.
- Students placed on Academic Suspension may exercise the right to appeal for Immediate Academic Reinstatement.
- Certain vocational programs, international students, veterans, and students receiving financial aid may have different and/or additional academic standard requirements and appeal processes.

Plagiarism/Cheating

Plagiarism and/or cheating are not tolerated by Peninsula College. An individual who cheats or plagiarizes the works of others is at risk of receiving a failing grade for the course in which such action takes place. In addition, plagiarism and/or cheating are violations of the Student Code of Conduct and such actions may result in an official sanction by the Conduct Officer.

President's List, Honor Roll, & President's Medalists

An individual who is enrolled in and completes at least 12 quarter hours of credit in courses numbered 100 or above for which grade points are assigned, receives no incomplete grades, and earns a quarterly grade point average of not less than 3.9, will be named to the President's List.

An individual who meets the criteria listed above, but who earns a quarterly grade point average for the quarter of not less than 3.6 will be named to the Honor Roll.

At graduation, an individual who completes a degree having earned 45 college-level credits at Peninsula College, with a college-level cumulative grade point average of 3.85 or higher, will be awarded the President's Medal for Scholarly Excellence.

Academic Transfer

Transferring from PC

Peninsula College has set its general education requirements for the Associate degrees (Direct Transfer Agreement/ Major Related Programs) to conform with guidelines of the Washington Intercollege Relations Commission (ICRC) for direct transfer of these degree credits. Washington baccalaureate colleges and universities also accept these guidelines or have separate agreements with Peninsula College. Students entering with AA degrees from Peninsula College are considered to be in their junior year and to have completed the general education requirements at these baccalaureate institutions.

Individuals who plan to transfer from Peninsula College to a baccalaureate college or university are expected to meet the entrance requirements of that institution at the time of their transfer. You should obtain current catalogs from the institution to which you plan to transfer and study entrance requirements as well as suggested freshman- and sophomore-level courses in your major field of interest. Institutions differ in treatment of credits received with a pass grade for courses in a major field and may compute a pass grade as a "C" or "D" grade. Transfer Advising appointments are available through Student Services.

Last-minute changes in your major field of study or in your choice of baccalaureate institution may create problems in transferring. Such changes should be made only after consultation with advisors.

Peninsula College courses numbered below 100 are not transferable. Courses with titles containing the word "technical" or "technology" are not transferable to all baccalaureate institutions, but they may transfer to some of these colleges. You should work closely with faculty advisors before attempting to transfer courses that are specialized components of professional and technical education programs or listed by the Inter-College Relations Commission (ICRC) as "restricted subject area" courses. Associate in Applied Science-Transfer degrees transfer to some colleges. Work with your advisor for transferring options.

You may earn more than 90 academic hours of credit at Peninsula College, but the total number of credits accepted for transfer will be determined by the institution to which you transfer.

Students who have completed the Washington 45 requirements may be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state. For more information about Washington 45, see the College website, www.pencol.edu. The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

Academic Credit for Prior Learning

Peninsula College accepts equivalency credit awarded by approved testing methods which reflect previous training, private study, work completed at other institutions, or other bona fide qualifications that indicate the student has knowledge or abilities equivalent to course completers. Methods of assessment include but are not limited to: Credit by Testing (CAPE, CLEP, DSST), Credit by Extra-institutional learning (Military and Industry Training), Credit by Challenge Exam, and credit by Prior Experiential Learning (Portfolio). No more than 25% of required credits for a degree or certificate may be satisfied by prior experiential learning. Credits in all equivalency situations are transcribed as a Pass (P) and will receive no numeric grade points. For more information regarding Academic Credit for Prior Learning, please contact Pirate Central at (360)417-6340.

Advanced Placement

Peninsula College awards advanced standing to entering students based upon levels of performance on the advanced placement (AP) examinations administered by the College Entrance Examination Board. An official transcript from College Board must be submitted to receive credit. For more information regarding advanced placement please contact Pirate Central at 360-417-6340.

Graduation

Requirements for graduation from Peninsula College specify:

- A 2.0 or above cumulative grade point average.
NOTE: The cumulative grade point average will be calculated from college-level courses only(numbered100 or above)
- A minimum of 90 credits meeting requirements for a specific degree
- Completion of the Residency Credit Requirement.
NOTE: To meet the residency requirement for a certificate or degree, 30 credits of the required credits, whichever is less, must be earned at Peninsula College. However, a specific program may require a capstone sequence, requiring more credits be earned in residence. Credits earned through articulation agreements and advanced placements do not satisfy residency requirements
- The minimum requirement for a high school diploma is that the final course must be completed at Peninsula College
- You must apply for a degree before you register for your last quarter of study
- Individuals who are within 10 credits of completing graduation requirements at the conclusion of the spring quarter may take part in commencement exercises; however, degrees will not be awarded until all requirements have been completed

Transcripts

A transcript is a report of grades and credits earned in courses during the quarters an individual has been enrolled. An official transcript is signed by a certified school official, with the college seal placed over the signature. A transcript is not released without a request from the individual. A fee of \$7.00 is charged foreach official transcript. Other fees may apply.

Contact Pirate Central at studentservices@pencol.edu or (360) 417-6340 for more information. Transcripts will not be released for individuals who have unpaid college debts.

Unofficial transcripts are available on the College website at www.pencol.edu.

Graduation Checklists

Current graduation checklists for degrees or certificates are available on the College website at www.pencol.edu or Pirate Central. The checklist determines the course requirements necessary to complete the degree or certificate at the time the individual enters the program. Checklists can change annually.

Continuing students can graduate under the checklist with which they began or under a newer one if they so choose. If college studies are interrupted for more than two consecutive quarters (summer quarter not included), you must meet the degree requirements in effect at the time of readmission.

Application for Graduation

Individuals should apply for graduation one quarter in advance of the quarter they anticipate graduating. Degree applications are available on the College website at www.pencol.edu. The Application for Graduation, with any approved substitutions signed by a program advisor, should be returned to Student Services as soon as possible in the quarter. Student Services will perform a final review authorizing graduation or pointing out any deficiencies that must be overcome.

The Student Services Center, known as Pirate Central, is open throughout the year to assist new and returning students with admissions, financial aid, educational planning and registration. The Student ServicesCenter, Pirate Central, is located in Building D and may be contacted at studentservices@pencol.edu or (360)417-6340, toll free in Washington (877) 452-9277, ext. 6340 or video phone (360) 406-4759.