Student Achievement

ATTENDANCE
Students are expected to attend all sessions of classes for which they are enrolled. Absences do not excuse the student from meeting course requirements. It is the student’s responsibility to know and understand the attendance requirements for each course, which can be found on the course syllabus. The student must take the initiative in making up any missed work. Each instructor will provide policies concerning course attendance. For questions regarding attendance, please refer to the individual course syllabus.

DEAN’S LIST
The Dean’s List is published at the end of each semester. The purpose of the Dean’s List is to promote academic excellence and give recognition to outstanding students who, through their initiative and ability, have indicated a seriousness of purpose in their educational program. This list is limited to those who have maintained a 3.5 GPA for a minimum of 12 credit hours at the end of the fall and spring semesters.

FREEDOM IN LEARNING
Student academic performance may be evaluated solely on an academic basis including the knowledge, skills, and behaviors for successful employment, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudice or capricious consideration of student opinions or conduct unrelated to academic standards should first contact the instructor of the course to initiate a review of the evaluation. If the student remains unsatisfied, the student may contact the Dean of Academics to initiate a review of the evaluation.

GRADING SYSTEM
Western Dakota Tech uses a letter grading scale for recording student achievement. The following grading system is used:

- A - Excellent ......................................................... 4
- B - Above Average ................................................ 3
- C - Average .......................................................... 2
- D - Below Average ............................................... 1
- F - Failing ............................................................. 0
- I - Incomplete ....................................................... 0
- IP - In Progress ..................................................... 0
- W - Withdrawal ..................................................... 0
- WF - Administrative withdrawal with F’s .................. 0
- AU - Audit ............................................................... 0
- TC - Transfer Credit ................................................ 0
- CE - Credit by Exam .............................................. 0
- AC - Articulated Credit ......................................... 0

Grade Point Average
A student’s earned grade point average is determined each term by adding grade points and dividing by the sum of all the credits with the exceptions noted above. The cumulative grade point is the same calculation for all terms enrolled combined.

Grades of I, IP, W, AU, TC, AC, and CE are not used in the calculation of grade point average. The designation "R" is used when course is retaken and then used only to identify the grade on the repeated course. The highest final grade of a repeated course (R) will be used to calculate the cumulative GPA, and the previous grade received will not be recognized in the calculation. Please note that grades of Failing (F), Incomplete (I), and withdrawal (W) are not counted as hours successfully completed.

INCOMPLETE GRADES
An incomplete grade is issued at the discretion of the respective instructor, with approval by the Dean of
Academics, and is normally only granted based on individual student circumstances. Students on academic probation are not eligible to receive an incomplete in any course. Incomplete grades are not calculated in the grade point average until they are replaced with the grade earned. Students must complete an incomplete within two weeks following the grading period for which it was received. Incomplete grades are changed to an "F" if not cleared within two weeks of the new semester. Exceptions to this requirement may be granted with approval of the instructor and Dean of Academics.

**ACADEMIC AMNESTY**
A student who has changed their program of study and has successfully completed a minimum of 12 credit hours in the new program with a grade point average of 2.0 or better and no grades below a “C” may petition to exempt any “D” or “F” grades accumulated in the student’s former major, minor, specialization, or program from calculating grade point average.
- The student must petition for amnesty by completing the Academic Amnesty form.
- The choice of courses to exempt is the responsibility of the student.
- Dean of Enrollment Services approval is required before amnesty will be granted.
- Exempted courses will remain on the transcript but marked to indicate that hours and grades were not used in computing credit hours earned and grade point average.
- For financial aid purposes, a separate cumulative grade point average will be used. Financial aid officials will look at all credits attempted, including courses that have been exempted.

**GRADUATION**
Students should keep their progress plan current. It is wise to review this plan with an advisor at midterm and end of each semester to ensure that needed courses are taken in order to graduate. Students must apply for graduation at the start of their final semester.

All requests for transfer of credit from a higher education institution must be received by midterm of the final semester of a student’s enrollment to qualify for graduation at the end of that term.

Formal graduation ceremonies are held each year in May. Students must have completed all required subjects and earn/have at least a 2.0 GPA. Some programs have additional requirements which must be achieved. Students should check with their advisor.

In order to be eligible to receive a Diploma or AAS Degree, students must:
1. Provide evidence of high school completion through an official high school transcript or a GED certificate.
2. Complete all program and institutional curriculum requirements in accordance with Satisfactory Progress Standards.
3. Attain a cumulative grade point average of 2.0 or higher.
4. Fulfill all financial obligations to the Institute.
5. Students who have not met all degree requirements will not be allowed to participate in graduation ceremonies. Exception: Student in programs that complete degree requirements in the summer may walk at graduation if they have all course requirements met other than the summer classes as listed in the academic catalog.

**Honors**
WDT awards honors to students who earn certain grade point averages. To earn an Honors Designation at graduation, students meet the following grade point averages:
- Summa Cum Laude: equal to or greater than 3.9
- Magna Cum Laude: equal to or greater than 3.7 and less than 3.9
- Cum Laude: equal to or greater than 3.5 and less than 3.7

Students who achieve an Honor Designation will receive a gold, silver, or white cord to wear during commencement.

**REPEATING COURSE WORK**
Any required course a student fails or withdraws from must be repeated, and the student must meet the requirements for graduation in order to receive a diploma or a degree. Any course may be repeated at the student’s option. The student is required to pay full tuition and fees for any course being repeated. Both the original and repeated grade will be reflected on the student’s transcript. A repeated course will be designated with an “R” on the transcript.