assessed for each class in addition to regular tuition and fees.

The On-Site Registration period is reserved for students registering for credit. Those registering for credit during this time may not later change their status to audit (non-credit). However, audit students may change to credit status prior to the term's census date.

PASS/FAIL GRADE OPTION

Non-degree seeking students may select a pass/fail grade option for foreign language, sign language, and creative writing courses. This option is not available for students working toward a degree plan or intending to transfer to another institution. To select a pass/fail grade, complete the appropriate form at the Admissions and Records Office on or before the census date of the term.

CLASS ATTENDANCE

Regular classroom attendance is expected of all students. Professors determine class attendance requirements; therefore, students should ascertain each professor's attendance policy on the first day of the class.

Students who receive Veteran's Administration educational benefits must conform to attendance and academic standards as established by the Veteran's Administration and college policy. Information concerning requirements for attendance, satisfactory progress, certification of benefits, and all other questions affecting veteran students may be obtained from the Director of Financial Aid/Veterans Affairs. It is the veteran student's responsibility to determine and conform to college policies affecting veterans.

RELIGIOUS HOLIDAYS

In accordance with Section 51.911 of the Texas Education Code, CCCCD will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days and the form for notification of absence from each class under this provision are available from the Admissions and Records Office.

GRADING SYSTEM

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Below Average	1 grade point per credit hour
F	Failure	0 grade points per credit hour
W	Withdrawal	0 grade points per credit hour; is not computed toward cumulative GPA or cumulative hours.

I	Incomplete	0 grade points per credit hour; not computed toward cumulative GPA unless it is replaced with a performance grade. (See "Incomplete Grades and Contracts")
IP	In-Progress	0 grade points per credit hour; not computed toward cumulative GPA. Student has completed 70 percent of the program but is not yet at competency level; must complete the remaining work during the next regular (16-week) semester or receive an "IP" as the permanent grade. "IP" is earned only in ENGL 0300, 0305, 0310, 0315, and ESL classes.
AU	Audit	0 grade points per credit hour; is not computed toward cumulative grade point average nor cumulative hours.
CR	Credit	0 grade points per credit hour; is not computed in GPA but is computed in cumulative hours. Earned only when recording non-traditional credit or continuing education units; will not meet residency hours.
Z	No grade reported	0 grade points per credit hour until the professor replaces it with a performance grade; is not computed in cumulative grade point nor cumulative hours.
P	Pass	0 grade points per credit hour; is not computed in GPA but is computed in cumulative hours.

At the completion of each term, the college will determine the student's semester and cumulative grade point averages, which will be recorded on the student's official transcript. Grades earned in developmental education courses are not included in the grade point average. Grades are available through the Telephone and Webline Registration Systems.

GRADUATION

The college offers Associate of Arts, Associate of Science, and Associate of Applied Science degrees and certificate programs. Students who plan to graduate from CCCCD should request a degree plan prior to the completion of 30 credit hours. Students must be currently admitted to CCCCD to request a degree plan. Students may graduate under any of the college's catalogs from the preceding five years as long as they were enrolled under that catalog; however, students may benefit from graduating under the requirements of the most recent catalog.

A student who completes specific course requirements for a degree or certificate with a minimum cumulative grade point average of 2.0 is a candidate for graduation.