

HELPFUL RESOURCES

Advising at Harmony

*Advice on grading options and dropping/
withdrawing courses*

Phone: 503-594-0623

Location: Harmony East Lobby

Advising at Oregon City

*Advice on grading options and dropping/
withdrawing courses*

Phone: 503-594-3475

Email: advising@clackamas.edu

Location: Wacheno Welcome Center,
Room 115

Advising at Wilsonville

*Advice on grading options and dropping/
withdrawing courses*

Phone: 503-594-0959

Email: advisingwilsonville@clackamas.edu

Location: Wilsonville Main Building Lobby

Counseling

*Help with personal or academic challenges to your
success*

Phone: 503-594-3176

Email: counseling@clackamas.edu

Location: Wacheno Welcome Center,
Rooms 201-210

Disability Resource Center

Accommodations for documented disabilities

Phone: 503-594-6357

Email: drc@clackamas.edu

Location: Wacheno Welcome Center,
Room 150

Office of Financial Aid & Scholarships

*Help understanding financial aid/scholarship
eligibility*

Phone: 503-594-6082

Email: fnaid@clackamas.edu

Location: Wacheno Welcome Center

Registration and Records

*Help with changing your grading option or
dropping/withdrawing courses*

Phone: 503-594-6074

Email: registration@clackamas.edu

Location: Wacheno Welcome Center

Tutoring Services

*Tutoring and academic help in a variety of subject
areas*

Phone: 503-594-6191

Email: tutoring@clackamas.edu

Location: Dye Learning Center, Room 127

Veterans Education and Training Center

Help understanding veteran's benefits eligibility

Phone: 503-594-3438

Email: vetinfo@clackamas.edu

Location: Wacheno Welcome Center, Room
100

Workforce Development Services

Help understanding workforce funding eligibility

Phone: 503-594-3091

Location: Pauling Building B



Guide to Grading, Dropping and Withdrawing



Clackamas
Community College

If you have questions or need more info about which grading option is best for you and/or whether and when to drop/withdraw a course, it's best to talk with an advisor. The following info may also help you. If you are receiving financial aid, scholarships, veterans' benefits, or workforce funding, you should also talk with these offices to find out how grading options or dropping/withdrawing courses will impact you.

GRADING OPTIONS

Letter Grade (A-F)

- Default grading option, chosen by most credit-seeking students
- Used to calculate GPA based on a 4.0 scale
- Appears on transcript
- A grade of D will earn credit for the class, but it may not meet all program or pre-requisite requirements

Pass/No Pass (P/N)

- Chosen by some credit-seeking students who need to complete the course but don't want it to affect their GPA
- Not used to calculate GPA
- A passing grade is P, which is equivalent to a letter grade of C or better
- Veteran's benefits will not pay for a course with an N grade
- Appears on transcript
- Some programs at CCC and other schools may require a letter grade

Incomplete (I)

- You can request an I grade from your instructor if you need more time to complete a small amount of coursework after grades are due
- Not used to calculate GPA
- If the student completes the work as agreed upon with the instructor, either a letter grade or Pass grade will be awarded
- Appears on transcript
- May impact financial aid eligibility
- An I grade does not meet program or pre-requisite requirements

Withdraw (W)

- Appears when you withdraw yourself from a course after the drop deadline. You can also request a W grade from your instructor if you are unable to complete the course after the deadline to withdraw yourself
- Not used to calculate GPA
- Appears on transcript
- May impact financial aid eligibility, and veteran's benefits will not pay for a course with a W grade
- You will still need to pay for the course

Audit (X)

- Chosen by some non-credit-seeking students who want to take the course without earning a grade
- Not used to calculate GPA
- Appears on transcript
- Neither financial aid nor veteran's benefits will pay for audited courses
- You will still need to pay full tuition and fees for the course (unless using the Senior Tuition Waiver to waive tuition)

DEADLINES

When can you drop/withdraw classes?

To receive a **full refund** and avoid the course appearing on your transcript:

- During the **first two weeks** of class for classes meeting **5 weeks or more**
- During the **first week** of class for classes meeting **3-4 weeks**
- **Before class begins** for classes meeting **2 weeks or less**

To receive a W grade (but **no refund**):

- During the **first eight weeks** of the term

When and how can you change your grading option (A-F, Pass/No Pass, Audit)?

- Until the **Friday before finals begin**
- Contact Registration & Records to change your grading option
- After this date, contact your instructor(s) for all grade change requests

If you need to request a refund after the deadlines above, see the **Refund Policy Petition** here: www.clackamas.edu/forms