

ACADEMIC CATALOG

2018-2019



WHITE EARTH TRIBAL
& COMMUNITY COLLEGE

GAAWAABAABIGANIKAAG
GABEGIKENDAASOWIGAMIG

Quick Links:

WETCC Website: www.WETCC.edu

Academic Calendar: www.wetcc.edu/academic-calendar.html

Academic Catalog and Student Policies: www.wetcc.edu/academic-catalog.html

NOTICE: This handbook provides important information on White Earth Tribal and Community College (WETCC) policies, organizations, and activities. Every effort has been made to provide current and accurate information. However, this handbook does not constitute a contract between the school and the student/parent. WETCC reserves the right at its discretion to change or amend the handbook at any time.

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College Phone Directory

WETCC MAIN SWITCHBOARD
FAX

218-935-0417
218-936-5798 or -5814

Department/Office

Extension

| | |
|-----------------------------|-----------------|
| Receptionist | Ext. 100 |
| Academic Dean | Ext. 304 |
| Admissions | Ext. 322 |
| Bookstore | Ext. 215 |
| Business Office | Ext. 309 |
| Culture Department | Ext. 212 |
| Dean of Student Services | Ext. 334 |
| Extension Office | Ext. 312 |
| Facilities/Maintenance | Ext. 333 |
| Financial Aid | Ext. 225 |
| Human Resources | Ext. 332 |
| IT | Ext. 224 |
| Library/Student Success Hub | Ext. 308 |
| Office of the President | Ext. 206 |
| Marketing | Ext. 228 |
| Registrar | Ext. 315 |
| Security | Ext. 120 |
| Student Services | Ext. 229 |



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

GAAWAABAABIGANIKAAG GABEGIKENDAASOWIGAMIG

*White Earth Tribal and
Community College
is an institution of higher
learning dedicated to
academic excellence
grounded in Anishinaabe
culture, values, and traditions.*

2250 College Road
PO Box 478
Mahnomon, MN 56557

www.wetcc.edu

Phone 218-935-0417
Fax 218-936-5736

August 2018

Boozhoo (Hello)! As the Interim President, I am very excited to welcome you to the WETCC 2018-19 Academic year; we are pleased you have decided to include us in your academic journey! If it is your first time here, welcome aboard! If you are a returning student, welcome back! You are about to begin one of the most exciting times in your life and we want to help ensure your WETCC experience meets all your expectations and more.

Regardless of how long your journey will be with us, we want you to have the tools you need to make the year successful. All the staff at WETCC will assist you in any way possible. We are all dedicated to our mission: *"White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions."* The College is designed to provide support services, academic advising, mentoring, tutoring, and more to help ensure your academic and personal success. Open communication with Faculty and Administration will help ensure you have a positive educational experience at WETCC.

You will find we promote student success by providing higher education committed to academic excellence in a safe and supportive environment. Students are empowered to harness their "inner grit" and encouraged to find health mind/body/spirit balance -to be equipped for success in not only here at college, but also at home, at work, in the greater community and the Nation.

Again, we welcome you to WETCC. Please, do not hesitate to ask questions, we are vested in your future with you and by working together we can ensure your academic journey is a success!

Miigwech (thank you),

Lorna LaGue
Interim President

WETCC Mission Statement

White Earth Tribal & Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision Statement

Gidinwewininaan gibimiwidoomin niigaanakeyaa

"We are carrying along into the future the way that we were given."

WETCC Anishinaabe Values

Debwewin

The literal translation of this word is, "the sound of your heart." Each of us holds the truth in our heart and when we live the value of *debwewin*, we express that **truth** in everything we do.

Zoongide'ewin

The literal translation of the word is, "strong heart." When we have a strong heart, we are able to face challenges with **courage** and integrity. A person living the value of *zoongide'ewin* acknowledges her own weaknesses and faces them with a strong heart.

Manaaji'idiwin

When we live the value of *manaaji'idiwin* we give **respect** to each other. In the Anishinaabe worldview, everything has a spirit and therefore deserves respect. This concept is included in this word.

Gwayakwaadiziwin

The literal translation of this is word is, "to be correct or straight in everything that we do." If an individual lives the value of *gwayakwaadiziwin*, she must do what is right for the group and hold herself and others to high standards of **integrity**.

Zaagi'idiwin

If we act out of **love** for each other and ourselves in everything we do, we are living the value of *zaagi'idiwin*.

Nibwaakaawin

The literal translation of this word is, "an abundance of **wisdom**." When we live the value of *nibwaakaawin*, we seek to learn all that we can in a respectful manner and take the time to reflect upon our teachings.

Dabasendizowin

When we live the values of *debwewin*, *zoongide'ewin*, *manaaji'idiwin*, *gwayakwaadiziwin*, *zaagi'idiwin*, and *nibwaakaawin* we can hold ourselves in low regard as this word indicates without having low self-esteem. We understand that we are humble beings and conduct ourselves with **humility**.

White Earth Tribal & Community College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71.

Registration is not an endorsement of the institution.

Credits earned at the institution may not transfer to all other institutions.

Academics

Co-curricular activities are important activities on the campus. White Earth Tribal & Community College (WETCC) refers to co-curricular activities, programs, and learning experiences that compliment what students are learning within a program of study. These co-curricular activities will follow the outcomes in these purpose statements.

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe

WETCC Institutional Strategic Pillars

1. Using data as an instrumental component of administrative processes
2. Continuously assessing, reviewing, and improving to meet and exceed HLC requirements
3. Prioritizing Anishinaabe culture as the foundation of institutional planning and administrative infrastructure
4. Implementing customized education for non-credit
5. Enhancing student success

Academic Programs and Curriculum

As of Spring 2018, WETCC revised its academic programs and courses to better align with the Minnesota Transfer Curriculum (MnTC), making it easier for WETCC graduates to transfer and continue their education at a 4-year institution in Minnesota. The current Associate of Arts (AA) Degree requirements are detailed in the following pages.

Note: *Students who entered WETCC prior to Spring 2018 have the option of completing their original program/pathway. However, many course IDs/numbers have changed and some courses have been discontinued. Consult with your advisor or the Registrar for course equivalents or substitutions.*

Associate of Arts Degrees (AA)

Humanities, Arts, & Social Sciences (General Ed)

60 credits

The A.A. in Humanities, Arts, and Social Sciences prepares students with communication skills and a broad survey of Liberal Arts, Science, and Mathematics. These General Education courses fulfill requirements of Minnesota State Colleges and Universities (MnSCU) and the University of Minnesota, preparing students for transfer and continuing education in a baccalaureate program. Courses transferability is dependent on the receiving institution students who are concerned about transferring to another college should contact that college about receiving the courses.

See Following Page for Curriculum

Curriculum

Humanities, Arts, & Social Sciences (General Ed) Curriculum

AA Requirements

w/MN Transfer Curriculum (MnTC) Goal

Areas, Credit Requirements, & Courses

AREA I: Communication-English Composition (6 credits)

| | | Credits |
|---|--------------------|---------|
| ENGL 110 | College Writing I | 3 |
| ENGL 210 | College Writing II | 3 |
| Speech/Communication (3 credits) | | |
| COMM 110 | Public Speaking | 3 |

AREA 2: Critical Thinking

(Complete once all other goal areas are completed)

AREA 3: Natural Science/Biological (4 credits)

| | | |
|---|-------------------------|---|
| BIOL 100 | General Biology | 4 |
| BIOL 112 | Field Biology of Plants | 4 |
| BIOL 150 | Human Biology | 4 |
| NATR 120 | Environmental Science | 4 |
| NATR 110 | Principles of Ecology | 4 |
| Natural Science/Physical Science (4 credits) | | |
| GEOS 100 | Geosciences Today | 4 |

AREA 4: Mathematical/Logical Reasoning (3 credits)

| | | |
|----------|--------------------------|---|
| MATH 105 | Contemporary Mathematics | 3 |
| MATH XXX | Math Reasoning | 3 |

AREA 5: History & the Social and Behavioral Sciences

| Group 1 (3 credits) | | |
|----------------------------|----------------------------------|---|
| BUS 221 | Microeconomics | 3 |
| BUS 235 | Entrepreneurship | 3 |
| INST 110 | History of Native North America | * |
| INST 111 | History of Assimilation | 3 |
| INST 115 | History of the MN Chippewa Tribe | 3 |
| INST 118 | History of White Earth | 3 |
| INST 119 | History of the US to 1877 | 3 |
| INST121 | Anishinaabe Culture - Overview | 3 |
| POL 100 | Intro to Political Science | 3 |
| Group 2 (3 credits) | | |
| EDU 230 | Child & Adolescent Development | 3 |
| PSYC 100 | General Psychology | 3 |
| SOC 100 | Intro to Sociology | 3 |

AREA 6: Fine Arts (3 credits)

| | | |
|-------------------------------|-----------------------------|---|
| AART 100-199 | Anishinaabe Arts | 3 |
| Humanities (3 credits) | | |
| ENGL 120 | Creative Writing | 3 |
| ENGL 210 | College Writing II | 3 |
| ENGL 238 | Multicultural Literature | 3 |
| HUM 100 | Intro to Humanities | 3 |
| OJIB 100 | Beginning Ojibwemowin I | * |
| OJIB 200 | Beginning Ojibwemowin II | 3 |
| OJIB 250 | Intermediate Ojibwemowin I | 3 |
| OJIB 260 | Intermediate Ojibwemowin II | 3 |

AREA 7: Human Diversity (3 credits)

| | | |
|--------------|--------------------------------------|---|
| AART 100-199 | Anishinaabe Arts & Crafts | 3 |
| ENGL 238 | Multicultural Literature | 3 |
| INST 110 | History of Native North America | 3 |
| INST 121 | Anishinaabe Culture - Overview | * |
| INST 131 | Anishinaabe Philosophy | 3 |
| INST 140 | Contemporary Native American Issues | 3 |
| INST 221 | Anish. Culture - Customs & Practices | 3 |

AREA 8: Global Perspective (3 credits)

| | | |
|----------|-----------------------------|---|
| OJIB 100 | Beginning Ojibwemowin I | * |
| OJIB 200 | Beginning Ojibwemowin II | 3 |
| OJIB 250 | Intermediate Ojibwemowin I | 3 |
| OJIB 260 | Intermediate Ojibwemowin II | 3 |

AREA 9: Ethical & Civic Responsibility (3 credits)

| | | |
|----------|----------------------------------|---|
| INST 160 | Tribal Government & Econ. Issues | 3 |
| INST 170 | Tribal Law - Federal | 3 |

AREA 10: People & the Environment (3 credits minimum)

| | | |
|----------|-----------------------|---|
| BIOL 100 | General Biology | 4 |
| GEOS 100 | Geosciences Today | 4 |
| NATR 120 | Environmental Science | 4 |

WETCC INSTITUTIONAL REQUIREMENTS: (12 credits)

| | | |
|----------|--|---|
| AA 100 | First Year Experience | 1 |
| AA 200 | Graduation Capstone | 1 |
| CPLT 100 | Computer Literacy for College Learners | 1 |
| INST 118 | History of White Earth | 3 |
| INST 121 | Anishinaabe Culture - Overview | 3 |
| OJIB 100 | Beginning Ojibwemowin I | 3 |

ADDITIONAL ELECTIVES

| | | |
|----------|---------------------------------------|---|
| ACCT 100 | Intro to Financial Accounting | 3 |
| BUS 110 | Office Methods & HR | 3 |
| BUS 130 | Business Mgmt & Mktg | 3 |
| BUS 251 | Business & Its Legal Env. | 3 |
| EDU 100 | Intro to Education | 3 |
| ENGL 238 | Multicultural Literature | 3 |
| LAW 110 | Criminal Law | 3 |
| SW 100 | Intro to Human Services | 3 |
| SW 240 | Human Behavior & the Soc. Environment | 3 |

Highlighted courses may fulfill a maximum of two goal areas, but course credits only count once toward graduation credit

Courses with asterisk (*) also fulfill WETCC institutional requirement.

| | |
|------------------------------------|-----------|
| Required General Education Credits | 40 |
| WETCC Required Credits | 12 |
| Additional/Elective Credits | 8 |
| Total Credits to Obtain AA: | 60 |

**AA Degree with Early/Elementary Education/Gigikinoo'amaagemin Emphasis
61 Credits**

WETCC's Education program is coordinated with the University of Minnesota-Crookston (UMC). This two-plus-two program is career-oriented and prepares students to be effective teachers of young children. Students in the program first earn their two-year Associate of Arts (AA) degree from WETCC by completing both liberal arts and core Education courses.

Students then enter into the cohort program consisting of highly-intensive courses, offered one course at a time outside of WETCC's standard 16-week Fall/Spring semester structure. These hybrid courses are taught by UMC instructors (serving as WETCC adjunct faculty) so that students may earn a Bachelor of Science (B.S.) degree in Early Childhood Education and/or Elementary Education without having to travel to another institution.

Graduates of the Elementary Education program are eligible to apply for a Minnesota Teaching License.

An Education Cohort Liaison is on campus to advise students and facilitate intercollege communications.

Students must declare their intent to pursue this program prior to registering for any 2xx level Education (EDU) courses.

See Following Page for Curriculum

Education Emphasis Program Curriculum

C

AA Requirements

w/MN Transfer Curriculum (MnTC) Goal

Areas, Credit Requirements, & Courses Credits

AREA 1: Communication-English Composition (6 credits)

| | | |
|----------|-------------------|---|
| ENGL 110 | College Writing I | 3 |
|----------|-------------------|---|

| | | |
|----------|--------------------|---|
| ENGL 210 | College Writing II | 3 |
|----------|--------------------|---|

Speech/Communication (3 credits)

| | | |
|----------|-----------------|---|
| COMM 110 | Public Speaking | 3 |
|----------|-----------------|---|

AREA 2: Critical Thinking

(Complete once all other goal areas are completed)

AREA 3: Natural Science/Biological (4 credits)

| | | |
|----------|-----------------|---|
| BIOL 100 | General Biology | 4 |
|----------|-----------------|---|

Natural Science/Physical Science (4 credits)

| | | |
|----------|-------------------|---|
| GEOS 100 | Geosciences Today | 4 |
|----------|-------------------|---|

AREA 4: Mathematical/Logical Reasoning (3 credits)

| | | |
|----------|--------------------------|---|
| MATH 105 | Contemporary Mathematics | 3 |
|----------|--------------------------|---|

AREA 5: History & the Social and Behavioral Sciences (6 credits)

| | | |
|----------|--------------------|---|
| PSYC 100 | General Psychology | 3 |
|----------|--------------------|---|

| | | |
|---------|--------------------------------|---|
| EDU 230 | Child & Adolescent Development | 3 |
|---------|--------------------------------|---|

AREA 6: Fine Arts (3 credits)

| | | |
|--------------|------------------|---|
| AART 100-199 | Anishinaabe Arts | 3 |
|--------------|------------------|---|

Humanities (3 credits)

| | | |
|----------|--------------------|---|
| ENGL 210 | College Writing II | * |
|----------|--------------------|---|

AREA 7: Human Diversity (3 credits)

| | | |
|----------|--------------------------------|---|
| INST 121 | Anishinaabe Culture - Overview | * |
|----------|--------------------------------|---|

AREA 8: Global Perspective (3 credits)

| | | |
|----------|-------------------------|---|
| QJIB 100 | Beginning Ojibwemowin I | * |
|----------|-------------------------|---|

AREA 9: Ethical & Civic Responsibility (3 credits)

| | | |
|----------|----------------------------------|---|
| INST 160 | Tribal Government & Econ. Issues | 3 |
|----------|----------------------------------|---|

| | | |
|----------|----------------------|---|
| INST 170 | Tribal Law - Federal | 3 |
|----------|----------------------|---|

AREA 10: People & the Environment (3 credits minimum)

| | | |
|----------|-----------------|---|
| BIOL 100 | General Biology | * |
|----------|-----------------|---|

| | | |
|----------|-------------------|---|
| GEOS 100 | Geosciences Today | * |
|----------|-------------------|---|

| | | |
|----------|-----------------------|---|
| NATR 120 | Environmental Science | 4 |
|----------|-----------------------|---|

EDUCATION EMPHASIS REQUIREMENTS (16 Credits)

| | | |
|---------|--------------------|---|
| EDU 110 | Intro to Education | 3 |
|---------|--------------------|---|

| | | |
|---------|------------------------|---|
| EDU 210 | Educational Psychology | 3 |
|---------|------------------------|---|

| | | |
|---------|------------------------------|---|
| EDU 240 | Family, School, & Comm. Rel. | 3 |
|---------|------------------------------|---|

| | | |
|---------|----------------------------|---|
| EDU 250 | Ind. With Exceptionalities | 3 |
|---------|----------------------------|---|

| | | |
|---------|------------------------------|---|
| EDU 260 | Child Guid. & Classroom Mgmt | 3 |
|---------|------------------------------|---|

| | | |
|---------|--------------------|---|
| EDU 285 | Cultural Immersion | 1 |
|---------|--------------------|---|

WETCC INSTITUTIONAL REQUIREMENTS: (12 credits)

| | | |
|--------|-----------------------|---|
| AA 100 | First Year Experience | 1 |
|--------|-----------------------|---|

| | | |
|--------|---------------------|---|
| AA 200 | Graduation Capstone | 1 |
|--------|---------------------|---|

| | | |
|----------|--|---|
| CPLT 100 | Computer Literacy for College Learners | 1 |
|----------|--|---|

| | | |
|----------|------------------------|---|
| INST 118 | History of White Earth | 3 |
|----------|------------------------|---|

| | | |
|----------|--------------------------------|---|
| INST 121 | Anishinaabe Culture - Overview | 3 |
|----------|--------------------------------|---|

| | | |
|----------|-------------------------|---|
| QJIB 100 | Beginning Ojibwemowin I | 3 |
|----------|-------------------------|---|

ADDITIONAL ELECTIVES

Highlighted courses may fulfill a maximum of two goal areas, but course credits only count once toward graduation credit

Courses with asterisk (*) also fulfill WETCC institutional requirement.

| | |
|--------------------------------------|-----------|
| WETCC Prescribed Credits | 12 |
| Additional General Education Credits | 33 |
| Emphasis Prescribed Credits | 16 |
| Total Credits to Obtain AA: | 61 |

COURSE DESCRIPTIONS

The course descriptions are arranged by subject/department, in alphabetical order. The first line indicates the course ID, the course title, and the number of credits, followed by any *prerequisite** courses or conditions.

Course IDs

Course IDs are alphanumeric codes beginning with a two- to four- letter department indicator followed by a three-digit course number.

Course Numbers

The first digit indicates the level of the course.

0xx = Pre-College Level Course

1xx = Introductory or Beginning Course

2xx = Intermediate course or course with prerequisite

The second digit indicates the subfield of the course.

Each description includes a short overview of course content and may articulate additional requirements or other important information. Certain courses are offered only every-other semester, or every-other year. Students should always meet with an advisor and check the class schedule each semester for specific information on course offerings.

Course numbers 090 to 199 are generally open to all students, except as noted specifically in some course descriptions. These specific courses, which either have prerequisites, or require the permission of the instructor prior to enrolling in the course, are not open to all students.

Note: *Course numbers below 100 are pre-college level courses and are, therefore, non-transferrable to other institutions.*

* A **Prerequisite** course must be passed successfully during a previous semester.

** A **Co-requisite** course must be taken concurrently (during the same semester).

ASSOCIATE OF ARTS REQUISITES (AA)

AA 100: First Year Experience - 1 credit

White Earth Tribal and Community College takes its responsibility very seriously and requires this course to make sure students understand the types of support we offer to help achieve educational success. Topics will include personal reflection, life-long learning, goal setting, time management, financial stability, and scholarships, learning styles, studying techniques, and test taking skills.

AA 200: Graduation Capstone - 1 credit

Prereq: final semester before graduation

This course is a culminating experience of obtaining an Associate Degree at WETCC. Students will address how they gained higher order thinking strategies, problem solving strategies, time management, cultural sensitivity, and community development during their education. The focus of the class is on preparation for graduation, job searching, and reflection on their educational experience.

ACCOUNTING (ACCT)

ACCT 100: Introduction to Financial Accounting

This course will be an introduction to the fundamentals of accounting. Topics will include the accounting cycle, balance sheet, income statement, statement of owner's equity, and statement of cash flows.

ANISHINAABE ARTS & CRAFTS (AART)

AART 100-199: Anishinaabe Arts and Crafts - 3 credits each

These courses present students with the opportunity to learn and appreciate the arts of the Anishinaabe, and to learn about the physical and cultural environment from which indigenous materials were gathered for the making of artistic items. Classes will be determined by which Anishinaabe artists are available to teach.

BIOLOGY (BIOL)

BIOL 100: General Biology w/Lab - 4 credits

A general overview of the principles of biology with an emphasis on the chemistry of life, cellular physiology, genetics, evolutionary history of biological diversity, animal plant forms and functions.

BIOL 112: Field Biology of Plants w/Lab - 4 credits

This course is an introduction to plant identification, ethnobotany and ecology. Laboratory activities and field trips will focus on the local flora and vegetation.

BIOL 150: Human Biology w/Lab - 4 credits

A general overview of the principles of human biology including basic chemistry, anatomy, physiology, cells, tissue, organs, systems, reproduction, genetics, nutrition and common diseases and illnesses.

BUSINESS (BUS) *Formerly BMGT*

BUS 110: Office Methods and Human Resources - 3 Credits

Students will experience the role of an office worker with a variety of tasks to be performed. Office skills and knowledge of procedures will be introduced and explored. This course will cover the importance of human relations and interpersonal communications skills. No pre-requisites.

BUS 130: Business Management and Marketing - 3 Credits

This is a course to acquaint students with functions performed by businesses along with how business activities play a part in our economy as a whole. Students will become familiar with common business practices and terminology.

BUS 270: Business Ethics - 3 credits

Prerequisite: Enrollment in Business Program prior to Spring 2018

This course is a general introduction to ethics and applied ethics. The course presents and examines moral theories and applies these theories to contemporary moral issues.

BUS 251: Business and Its Legal Environment - 3 Credits

Prerequisite: Enrollment in Business Program prior to Spring 2018

Laws and regulations affecting the business environment and managerial decisions will be studied; including the legal system and methods of dispute resolution. Topics include torts, crimes, contracts, product liability, business organization, employment, antitrust, and environmental protection.

BUS 221: Microeconomics - 3 Credits

Prerequisite: Enrollment in Business Program prior to Spring 2018

This course will explore theory and application of microeconomics and focuses on individual decision-making and how it affects people. The course topics focus on microeconomic issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply. Domestic and international economic policy theories are covered.

BUS 235: Entrepreneurship - 3 Credits

Prerequisite: Enrollment in Business Program prior to Spring 2018

This course examines ethical issues in the business world and the impact on society, the economy, and the environment. Examined will be the roles, responsibilities, and conflicts of

business management. This course will explore entrepreneurial characteristics and strategies toward success as an entrepreneur. Business plans will be written with hands on activities to encourage the entrepreneurial spirit.

COMMUNICATIONS (COMM)

COMM 110: Public Speaking - 3 credits

This course is one that provides practical experiences for those who want to develop or to improve their ability to speak in front of groups. Course assignments emphasize informative and persuasive speeches and include exercises for impromptu, extemporaneous, and special occasion speeches. The fundamentals of organization, development, delivery, and audience analysis are stressed.

COMPUTER LITERACY (CPLT) Formerly CPTR

CPLT 100: Computer Literacy for College Learners

This course is designed to help students become more familiar with the computer and software needed for classes. We will cover the basics of email, CANVAS and use of the internet. The course will continue to explore Microsoft Office software which includes Word, Excel and Power Point.

EDUCATION (EDU)

EDU 100: Introduction to Education - 3 credits

This course is an introduction to the career of teaching. Specific variables related to the teaching as a profession are explored including professional roles and responsibilities, students, curriculum, and the structure of school. Native American concepts of education will also be examined.

EDU 230: Child and Adolescent Development - 3 credits

Prerequisites: Enrollment in Education AA Program and EDU 100

This course explores child development and learning; prenatal through middle childhood from research, theory, and practitioner perspectives. There is a strong emphasis on physical, cognitive, linguistic, emotional, and social (including cultural) domains. Field experiences required for child observations.

EDU 210: Educational Psychology - 3 credits

Prerequisites: Enrollment in Education AA Program and EDU 100

A study of the teaching and learning process: teaching with emphasis on planning effective instruction, management, assessment; learning from behavioral, information processing, and constructivist views focusing on how learning is influenced by cognitive, personal, social, and moral development, and by teaching approaches, motivation, and other factors.

EDU 240: Family, School and Community Relations - 3 credits

Prerequisites: Enrollment in Education AA Program and EDU 100

This course explores theories, research, and best practices on school, family, and community partnership. Emphasis on family-school relations, challenges on family involvement, and components of effective family involvement that enhance children/student development, and learning. Community and cultural considerations in family-school-community collaborations are examined. Field experiences required.

EDU 250: Individuals with Exceptionalities - 3 credits

Prerequisites: Enrollment in Education AA Program and EDU 100

This course is an overview of special education public laws and processes of identifying students with disabilities; introduction of children with low and high incidence disabilities and giftedness, including definitions, causes, characteristics and education implications; IFSP and IEP. Field experiences required.

EDU 260: Child Guidance and Classroom Management - 3 credits

Prerequisites: Enrollment in Education AA Program, EDU 100, & EDU 110

This course explores theories, principles, and practices of child guidance and managing classrooms with an emphasis in traditional Anishinaabe values. It explores social and emotional competence of children and students. It addresses peer relations and violence prevention.

EDU 285: Cultural Immersion - 1 credit

Prerequisites: Enrollment in Education AA Program and EDU 100

Three to five days in a school setting that primarily serves minority children/families. Students observe, participate, and teach mini-lessons. Interview teachers. Demonstrate understanding of cultural and community diversity and how to incorporate children's experiences and culture into instruction.

ENGLISH (ENGL)

ENGL 090: Creative Story Telling – 3 credits

Indigenous storytelling is a traditional way of teaching values and is woven into the fiber of Native culture with the purpose of honoring life. Those connections with life, land, water, and sky have produced narratives containing practical and sacred information for future generations. This course is established to build verbal language skills, improve reading comprehension, develop active listening skills, provide communication tools for reflection, and to improve writing and mechanical skills through the Native art of storytelling.

ENGL 110: College Writing I - 3 credits

Prerequisite: Adequate placement score or ENGL 090

This course familiarizes students with the conventions of academic writing. Students will examine the essentials of college writing, including summarizing and responding to source material, developing a thesis and supporting paragraphs, organizing ideas according to writing patterns, and examining common usage and grammatical problems. It also includes a study of prose models to develop writing techniques, reading skills, and critical judgment, as well as cultural awareness and appreciation.

ENGL 120: Creative Writing - 3 Credits

This course includes directive practice in writing the biography/autobiography, children's stories, short stories, poetry, and drama.

ENGL 210: College Writing II - 3 credits

Prerequisite: ENGL 110

This is an advanced reading, writing, and critical thinking class with a strong focus on the research process. The class is designed to reinforce the student's expository and argumentative skills and may utilize a workshop format. The research component of the class allows students to investigate cultural and historical topics of interest and significance to them personally and collectively.

ENGL 238: Multicultural Literature - 3 credits

This course is a study of multicultural literature to gain an understanding and an awareness of the cultural diversity in the United States. It looks at the conflicts and motivations, successes and failures of those different ethnic origins, economic backgrounds and religious beliefs.

GEOSCIENCE (GEOL)**GEOL 100: Geosciences Today w/Lab** - 4 credits

This course is a survey of the components of Earth Science needed for teacher licensure in Minnesota, including aspects of physical geology, historical geology, astronomy, and meteorology. Topics include volcanoes and earthquakes, plate tectonics, planetary science, phases of the moon, stories told by rocks of the earth, how weather features form and moves, and the earth's climate

HISTORY-See *INST-Indigenous Studies*

HUMANITIES (HUM)**HUM 100: Introduction to Humanities** - 3 credits

This course serves as a general introduction to the role that the humanities play in shaping human conception of self and society. It also serves to expand students' knowledge of the human condition and human cultures, especially the values expressed in works of human imagination and thought. This is an interdisciplinary course that integrates history, literature, philosophy, theology, and fine arts with the goal of developing thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought.

INDIGENOUS STUDIES (INST) *Formerly HIST & NAST***INST 110: History of Native North America** - 3 credits

This course examines the greatest stories of Native American history. Traveling from pre-contact to the reservation era, and to the present day. The purpose of this class is to provide a coherent historical presentation of the American Indian and to emphasize the importance of understanding this subject in our global world.

INST 111: History of Assimilation - 3 credits

History of American Indian assimilation, in what is now the United States. Topics include tribal sovereignty, the structure of tribal government, treaties, Federal Indian policy, the influence of native governments on the U.S. Constitution, allotment, and education. The approach of the Catholic church towards the native civilizations of the Caribbean, central and South America will also be explored. There will be an emphasis on the local impact of assimilation and/how this has affected the lives of Native Americans today.

INST 115: History and Governance of the Minnesota Chippewa Tribe - 3 credits

This course will examine the history of Minnesota tribes (past and present) and their chronological relationship with the State and Federal governments. A special focus on the Minnesota Chippewa Tribe.

INST 118: History of White Earth - 3 credits

This course introduces the student to the historical and political events that led to the creation of the White Earth Reservation. Special emphasis will be given to the treaties that led to the formation of the reservation.

INST 119: History of the US from 1877 - 3 credits

An introduction to the development of the ideas, values, religions, and people who shaped the early stages of what has become the United States, from ancient times to 1877. Particular attention focuses on events and developments significant to the history of the Anishinaabe people

INST 121: Anishinaabe Culture/Overview - 3 credits

This course will do comparative studies between the different regions of the Anishinaabe, the variations of Anishinaabe culture and their environmental setting. Analysis of social organizations, religion, and cultural change will be included.

INST 131: Anishinaabe Philosophy - 3 credits

The student will evaluate the worldview of the Anishinaabe. The student will recognize the significance of the creation stories and demonstrate an awareness of the evolution of traditional Anishinaabe belief systems

INST 140: Contemporary Native American Issues - 3 credits

This course is an overview of American Indian Issues in culture, history and traditions. It includes philosophical, religious and political issues. This course will discuss the differences of ethics, values, and tradition in western culture, Native culture, and others.

INST 160: Tribal Government and Economic Issues - 3 credits

This course will review the history of the origins of American Tribal Government. We will discuss and survey the development of Federal Indian law and policy. Emphasis will be to tribal governments and laws in general, with special attention given to the Minnesota Chippewa Tribe and specific historical knowledge of the White Earth Reservation. Business and economic development with preference to Federal Indian, Minnesota Chippewa Tribal and White Earth Reservation history will be reviewed and discussed.

INST 170: Tribal Law-Federal - 3 credits

This course will explore such areas as the structure of tribal government, tribal sovereignty, treaties, civil and criminal court jurisdiction in Indian country, tribal resources, economic development, taxation and regulation, rights of individual Indians and various federal laws and court cases concerning and affecting tribes and their members will be examined.

INST 200: Anishinaabe Culture/ Customs and Practices - 3 credits

Prerequisite: INST 121

This course will do comparative studies between the different regions of the Anishinaabe, the variations of Anishinaabe culture and their environment setting. Analysis of social organizations, religion, and cultural change will be included. Hands on experiential will consist of medicine gathering, Indigenous gardening, preparing for ricing season by making knockers, sewing ribbon shirts/skirts and other seasonal activities

LAW (LAW)

LAW 110: Criminal Law - 3 credits

This course will be a survey of substantive criminal law; the development of principles of Criminal Law, current Criminal Law issues and institutions, and issues related specifically to Indian Country, such as Public Law 280, Tribal law Enforcement, Federal Jurisdiction and Tribal Jurisdiction.

MATH (MATH)

MATH 090: Pathways to Contemporary Math - 3 credits

Introduction to the foundations of mathematics.

MATH 105: Contemporary Mathematics - 3 credits

Prerequisite: Adequate placement score or MATH 090

Topics selected from various areas of mathematics, showing the scope and power of mathematics, and emphasizing mathematical methods. Topics include manipulations and interpretation of data, probability and statistics, and consumer finance. Not intended to prepare students for any subsequent course.

NATURAL RESOURCES AND ENVIRONMENTAL SCIENCE (NATR)

NATR 110: Introduction to Ecology w/Lab - 4 credits

This course is designed to introduce students to the structure and function of the ecosystems of White Earth. There is a particular focus on applying the knowledge and skill developed in earlier courses to the task of reading the landscape, i.e. analyzing and interpreting what observations mean.

NATR 120: Environmental Science w/Lab - 4 credits

This course is an introduction to the natural history of White Earth including an overview of common birds, mammals, plants, fungi, fish, amphibians, reptiles, insects, weather features, and astronomical objects.

OJIBWEMOWIN LANGUAGE (OJIB)

OJIB 100: Beginning Ojibwemowin I - 3 credits

This course introduces students to the spoken language of Anishinaabe people. Conversational and writing skills will be taught. Analysis of sentence structure will be used for demonstrating the complexity and beauty of the Anishinaabe language. Students will learn to write and speak simple sentences.

OJIB 200: Beginning Ojibwemowin II - 3 credits

Prerequisite: OJIB 100

This course continues the learning of conversational and written skills taught in OJIB 100. Vocabulary, grammatical concepts, and practical use of acquired skills will be emphasized.

OJIB 250: Intermediate Ojibwemowin I - 3 credits

Prerequisite: OJIB 200

This course is designed for advanced students of Ojibwemowin who wish to increase their knowledge of complex sentence structure and language analysis skills. The goal of this course is to develop oral written fluency.

PHYSICAL EDUCATION (PE)

PE 110: Fitness/Exercise - 1 credit

This course gives students the principles for health active bodies, including stress reduction, strength training, weight loss tips and exposure to a variety of exercise options.

POLITICAL SCIENCE (POL) *Formerly POLS*

POL 100: Introduction to Political Science - 3 credits

Political science is an academic discipline that deals with the study of government and political processes, institutions, interest groups, and behaviors. This course analyzes foundational concepts of politics, ideologies, public consciousness, and citizenship. Students will study how people respond to political activity which can be affected by social pressures, effects of individual psychology, and rational self-interests. Examined in this course are freedom of expression in a digital world and the way mass media affect the dynamics of politics. This

includes the impact of television toward political discourse; how news influences our political attitudes and behaviors, policy making, and designing advertisements.

PSYCHOLOGY (PSYC)

PSYC 100: General Psychology - 3 credits

This course provides an introduction to the study of psychology. It looks at the history of the discipline and examines the different approaches used by psychologists to examine human behavior and mental processes. It is not intended to study the particular aspect of psychology in depth, but to help you understand the many diverse areas within this academic discipline. Some of the specific topics addressed in this course include: learning, memory, human development, personality, mental disorders, and social influences on behavior. In addition to exploring psychology from Western theory, this course will explore the Anishinaabe ways of knowing and being.

SOCIOLOGY (SOC)

SOC 100: Introduction to Sociology - 3 credits

A survey of the characteristics of human group life with emphasis on the structure of the social environment and its influence upon the individual.

SOCIAL WELFARE AND SOCIAL WORK (SW) *Formerly HSVC-Human Services*

SW 100: Introduction to Human Services - 3 credits

This course introduces to the broad arena of social welfare and the profession of social work, with emphasis on Anishinaabe values. Students are introduced to basic theories for generalist social work intervention and practice with different sized systems and diverse populations.

SW 240: Human Behavior and the Social Environment - 3 credits

Prerequisite: SW 100

This course is an overview and application of various social work theories. Students will learn to assess the interactions among individuals and social systems. The course includes and integration of bio-psycho-social-spiritual variables that affect development and behavior with attention to the role of Anishinaabe culture.

FERPA-Family Educational Rights and Privacy Act

As custodian of student records and in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), White Earth Tribal and Community College assumes the trust and obligation to ensure full protection of student records which includes maintaining the confidentiality of educational records. The administrative procedures outlined in this section are to be complied with by university personnel who have or accumulate educational records which are in a personally identifiable form.

Student records maintained by the university fall into two general categories: directory information and educational records.

Part A. Directory Information

Directory information is information concerning a student which may be released publicly. It includes the following:

- Name (all names on record)
- Address (all addresses on record)
- E-mail address (all electronic addresses on record)
- Phone Number (all phone numbers on record)
- Date of birth
- Place of birth
- Major field of study (all declared majors)
- Minor field of study (all declared minors)
- Class level
- Dates of attendance
- Enrollment status
- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree earned (all degrees earned)
- Date degree earned (dates of all degrees earned)
- Photographic, video or electronic images of students taken and maintained by the institution

WETCC receives inquiries for Directory Information from a variety of sources including, but not limited to, prospective employers, other colleges and universities, graduate schools, licensing agencies, government agencies, news media, parents, and relatives. Students should consider very carefully the consequences of their decision to withhold release of any or all directory information items. WETCC has no responsibility to contact a student for subsequent permission to release directory information after the student has requested a restriction. Student requests to withhold directory information will be honored until the student specifically and officially requests to lift these restrictions.

Non-Disclosure Request for Directory Information

A student may request that any or all of their directory information not be made public by officially requesting a restriction in the Office of the Registrar between the first and tenth day of class in a term using the FERPA block form. The specified directory information will then be treated the same as educational records information. In response to public inquiries, the university will verify only whether or not an individual is currently enrolled at the university, unless student name is restricted. This request will remain in effect until revoked in writing by the student.

Part B. Educational Records

Educational records include more than academic records. Educational records, with the exception of those designated as directory information, may not be released without the written consent of the student to any individual, agency, or organization other than specifically authorized personnel.

FERPA privileges cease upon the death of a student. A written and signed request from the decedent's parent, guardian or spouse is required for release of this information. FERPA privileges end when an individual is no longer a student.

Student Records

As custodian of student records and in compliance with the Family Educational Rights and Privacy Act of 1974, White Earth Tribal and Community College assumes the trust and obligation to ensure full protection of student records which includes maintaining the confidentiality of educational records. The administrative procedures outlined in this section are to be complied with WETCC personnel who have or accumulate educational records which are in a personally identifiable form.

Student records maintained by WETCC fall into two general categories: directory information and educational records.

Educational Records

Educational records are those records, files, documents, and other materials which contain information directly related to a student's academic progress, financial status, medical condition, etc. and are maintained by WETCC. Educational records include more than academic records. Educational records, except for those designated as directory information, may not be released without the written consent of the student to any individual (including the student's parents), agency, or organization other than specifically authorized personnel.

FERPA privileges cease upon the death of a student. A written and signed request from the decedent's parent, guardian or spouse is required for release of this information.

Records Retention

Student Services records will be held for five (5) years. Student Financial Aid records will be held for three (3) years. The electronic record is maintained in the Student Management System.

Academic Freedom

WETCC recognizes that Academic freedom is an essential characteristic of higher education as it gives faculty the right to full freedom in research and the publication of those results, freedom to open discussion in their classroom as it relates to their subject, and the right of faculty to be free from institutional censorship and/or discipline when they speak or write as citizens.

However, as persons of learning and educators, faculty members should remember that the public may judge their profession and/or institution by their statements. Thus, faculty should at all times be accurate, exercise restraint, and show respect for the opinions of others, and clearly indicate when they are not speaking for the institution.

Academic freedom principles contribute to a climate in which debate is encouraged about complex or challenging subjects and issues about which reasonable people may disagree. This policy informs the nature of faculty engagement in student learning.

This policy protects the rights and recognizes the responsibilities of faculty and allows them to teach in an environment that supports student centered learning where students acquire knowledge and the critical thinking skills necessary to address the challenges and complexities of society.

Faculty members are entitled to full academic freedom in the engagement of student learning. This freedom extends to classroom teaching, program development, and to any other student learning setting. While entitled to these rights, faculty should be guided by the principle that material presented in class serves the primary purpose of advancing student learning in the context of the course and/or program objectives. A faculty member does not have the right to intimidate students who express a contrary point of view.

Faculty members are entitled to full academic freedom in research and creative activity, in the publication, exhibition, or performance of the results, subject to the adequate performance of other academic duties and the requirements of research ethics and responsibilities.

Faculty has a special obligation as members of a learned profession and officials of WETCC to at all times be accurate and demonstrate a respect for the opinions of others.

WETCC will not discipline, demote, dismiss, or decline to reappoint or sanction a faculty member based on the exercise of any of the academic freedoms listed above. Furthermore, WETCC will not intimidate any faculty member through the implication that one will be disciplined, sanctioned, demoted, dismissed, or declined reappointment on the base of the exercise of any of the academic freedoms listed above.

In support of the protection of academic freedom, it is the right of every WETCC faculty member and student to have access to a fair and objective appeal process in situations of alleged infractions of Academic Freedom, in accordance with WETCC Student Grievance Policy.

Immunization

The Minnesota College Immunization Law applies to all students enrolled in college in Minnesota. Students must show proof of vaccination (or have a legal exemption) against these

five diseases: measles, mumps, rubella, tetanus, and diphtheria. The law applies to anyone who was born after 1956. However, students who graduated from a Minnesota high school in 1997 to present are exempt from these requirements, as they will have already met them. (Refer to WETCC Immunization Policy.)

Student Admissions

WETCC admits students in a manner that ensures the best opportunity for educational success, while at the same time honoring the Seven Anishinaabe Values upon which it was founded. The college reserves the right to evaluate special cases, and to refuse admission to applicants if such refusal is considered to be in the best interest of the college. Students who have been denied admission may appeal the decision.

All students must have the following documents on file, unless exempt:

1. Completed and signed application for admission to WETCC
2. A. *Official transcript* from an accredited or approved high school with the date of graduation
-OR-
B. Official copy of the General Education Development (GED) examination, which verifies completion of the five test areas, the scores, and the date of completion.
3. *Accuplacer* placement test scores in appropriate areas*
*Post-Secondary Education Option (PSEO) students at WETCC in good academic standing are exempt from this requirement.
-OR-
B. If transferring from another college: *official transcript(s)* that includes college level Math and/or English with a grade of "D" or better.
4. *Official college transcript(s)* directly from each institution previously attended
5. Proof of Tribal enrollment or descendency of a federally recognized Tribe, if applicable
6. A. Immunization record
-OR-
B. Signed immunization waiver, if applicable (Refer to WETCC Immunization Policy.)

Official transcript - a transcript bearing the original seal and signature of the official in charge of records from an educational institution

Accuplacer - a standardized placement test which assesses a student's skill level in math and English. A student who does not score above WETCC's established minimum scores are encouraged to complete an entry level course before registering for college level courses in the content area for the best chance at success.

Conditional Admittance

In certain circumstances, a student may be admitted on a conditional basis pending completion of one of the above requirements, at the discretion of the Dean of Student Services. However, all admission requirements must be met by the end of the semester or a student will not be able to register for the following semester.

Tuition Waivers

WETCC acknowledges nontraditional paths to college and the Anishinaabeg values and knowledge for staff and community members and grants the following types of tuition waivers.

Cultural Waiver - allows an individual to enroll in one cultural course each semester with no charge for tuition; students must pay for any fees and books associated with the course

Elder Waiver - allows a student over the age of 55 to enroll in one course per semester with no charge for tuition; also covers books and fees to honor elders

Employee Waiver - allows any employee of WETCC to enroll in one course per semester with no charge for tuition; students must pay for any books or fees associated with the course

WETCC reserves the right to deny any waiver participants agreements if it impacts registered students, such as class size.

Transfer and Re-admittance

WETCC acknowledges nontraditional paths to college.

Re-Admit Students

Returning students who have interrupted attendance for a semester or more (not including summer) are considered re-admitted WETCC students and must meet the admission requirements of WETCC and complete a readmission application. Re-admit students transferring credit from another institution to WETCC must request an official transcript of their grades be sent to the admissions office for evaluation. Only regular credit college courses with a grade of "D" or better will be accepted in transfer. Re-entry students with a cumulative GPA below 2.0 may be re-admitted on academic probation.

Transfer Students

Transfer students who have graduated from high school or completed their GED, and have attended a post-secondary institution, are classified as transfer students.

If you plan to transfer credit from another institution to WETCC:

1. Apply to WETCC using the application for admission.
2. Request official transcripts from any institution you have previously attended.
3. Courses in which the student has earned a grade of a "D" or better are eligible for transfer.
4. Students may be asked in some instances to provide course descriptions and syllabi.
5. All communication regarding transcripts will be sent to the WETCC Registrar.

Conditional Admittance

A student may be conditionally admitted with unofficial copies but must still meet all admissions requirements within one semester. If transcripts are under a different name, due to a legal name change, it is the student's responsibility to have the name corrected.

Credit for Prior Learning

It is the policy of WETCC to give credit for college-level learning gained in non-credit or experiential setting. This policy defines the requirements for evaluating and granting credit to admitted students.

Awarding Credit for Military Experience

Students having served in the military may request to have credit awarded for experiences gained while serving in the military, in accordance with Minnesota Statue 197.775, Sub. 2. Requests will be evaluated based on the WETCC program of study. A copy of the veteran's DD-214 and any other transcript records of education must be on file in the Registrar's Office.

Students can be awarded credits for their basic military training. These will be evaluated and awarded by use of the Joint Services Transcript. These credits may or may not transfer to other institutions.

Credit for Experiential Learning

Students may earn academic credit in certain college courses applicable to their program of study if they have gained skills and knowledge from job training, self-study, or occupational experiences. A maximum of 6 experiential learning credits will be awarded if competency is determined. Students interested in this process will apply using a Prior Experiential Learning Credit Request Form. Student will be asked it demonstrate experience and skill level through written, oral, performance, or combination examinations that may include a portfolio.

Credits, if accepted, will be entered on transcript as Pass ("P"). This will not affect the GPA of the Academic Transcript. If a student fails to prove proficiency, the attempt will not be recorded on the Academic Transcript. Prior Experiential Learning is accepted at WETCC but may not be transferrable to other institutions.

Incomplete Coursework

It is the policy of WETCC that a student may request a grade of Incomplete (I) from an instructor and enter into an Incomplete Student Contract if s/he meets the following criteria:

1. Is not on Academic Probation
2. Has at least 70% of course work completed with a passing grade
3. Has a valid extenuating circumstance* that prevents completion of the remainder of the required course work by the end of the current semester
4. Has a reasonable probability of passing the course when all requirements are complete

If the contract is approved, student will receive a temporary grade of Incomplete (I).

If all terms of the contract are met within the designated time frame the student's final grade will be changed to reflect all course work. If the contract is not fulfilled, the student's grade will revert to the grade earned prior to entering into the contract.

***Extenuating circumstance** – a serious illness or injury; death or serious illness of close family or friend; serious unexpected interruption of personal life. **Minor illnesses or ailments (e.g. cough, cold, hangovers) do not qualify.**

Independent Study (I.S.) Courses

It is WETCC's policy to offer Independent Study (I.S.) courses only under the following circumstances:

- A. A suitable instructor is willing and able to supervise the I.S. course

Note: An instructor's schedule may not allow time for additional responsibilities, thus a student should not assume that a particular course or instructor will be available.

-AND-

- B. When a student has just one term remaining before graduation and requires a specific course that is not being offered during that term AND has not had reasonable opportunity to take the course during a previous semester

-OR-

- C. When a student has a special interest or expertise and wants to develop a proposal to do independent research or study

-OR-

- D. Because of an extenuating circumstance (as defined in the previous section)

Test-Out/Credit by Exam

College Level Examination Program (CLEP) examinations are offered by the College Board. Students who can demonstrate competence in specific disciplines may earn college credit by "testing out" of certain courses at White Earth Tribal & Community College. To do so, a student must initiate the test-out process by completing the *Test Out Request Form* and obtaining approval from the Academic Dean.

Note: Test-out is not an option for all courses and determinations are made upon request by the Academic Dean. Note: Some courses are required with no test-out option.

Grading and Grade Submission

When repeating a course, the highest grade will be used to compute the student's GPA. The student may submit a request to the Registrar for a GPA recalculation. A student may, if eligible, use financial aid to repeat a course a second time. The student will be financially responsible for any subsequent repeats.

Students intending to audit a course (earn no credit) are required to register for the course indicating it will be an audit class. Auditing students may not need to meet regular course requirements and must confer with the instructor as to their privileges and responsibilities in the course.

A student who registers for credit may change to audit status any time during the first five (5) days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. However, the credit value of any course

audited is computed in the assessment of tuition. Audited courses are not eligible for financial aid. Upon registration of the course, an entry is made on the student's permanent record along with other classes. "AU" equals audit.

WETCC uses letter grades to document student academic achievement. Grades are a compilation of all course assignments as indicated in the course syllabus. Formal grades are Submitted at mid-term and final points in the semester. Each faculty is allowed to determine the appropriate criteria to assign grade level values to assignments.

Letter grades to document student academic achievement are as follows:

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failing
- CR = Credit by Exam - See Course Test-Out Policy
- AU = Audit
- I = Incomplete
- W = Withdraw
- R = Repeat

GRADE POINT AVERAGE (GPA) CALCULATION

Academic progress will be evaluated in terms of grade point average (GPA). The following system will be used to establish a student's GPA and will be the only grades included in the calculation:

- A = 4 grade points per credit
- B = 3 grade points per credit
- C = 2 grade points per credit
- D = 1 grade point per credit
- F = 0 grade points per credit

A GPA is determined by the sum of all grade points, divided by the total number of credits attempted, excluding any credits that carry grades other than the usual A - F grades.

When a course is repeated, the credits are only counted once and only the highest grade is used to compute the student's GPA. (Repeated courses may not qualify for financial aid.) The student may request a GPA recalculation from the Registrar upon completion of the repeated course.