



## **Academic Information**

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## ACADEMIC OPPORTUNITIES

### ADULT BASIC EDUCATION

(253) 833-9111, ext. 2315

Green River's basic skills program is designed for adults who need to strengthen basic reading, writing, mathematics, and study skills. Students may be starting a college program, gaining skills to enter a professional/technical program, preparing to take the GED tests, or updating skills for a job or other personal goals.

Green River's basic skills program offers a variety of instructional methods including the use of lecture, group work, technology, and individualized study. Classes are designed to serve a range of academic skill levels. (Levels and learning standards are determined by the Washington state Office of Adult Literacy. Entering students take a placement test to determine level.) Classes are offered in morning, afternoon and evenings at the college and at several off-campus sites, as well as online.

### e-LEARNING

(253) 833-9111, ext. 3354

eLearning courses offer students additional opportunities to pursue courses, degrees, and certificates that might not otherwise be available to them. These courses utilize educational technologies such as course delivery systems and the Internet, in addition to regular class materials to assist students. Some of the eLearning courses, FLEX courses and telecourses, may require on-campus meetings for orientation, discussion, or testing. Although eLearning courses are convenient, to be successful students need to have strong motivation, self-discipline, and good learning skills.

The current quarter's eLearning course offerings can be viewed by visiting [www.greenriver.edu/elearning](http://www.greenriver.edu/elearning). This site lists the courses, the instructor and directions to the class sites.

Green River offers the following types of eLearning courses:

#### Green River Online Courses

Green River faculty has adapted courses they regularly teach in the classroom for online delivery using a course delivery system and the Internet. Internet access is required for these courses. Students will enjoy the flexibility that online courses provide although they do follow a regular schedule of readings, tests and assignments. No on campus attendance is required for an online course but the instructor may require proctored tests. If so the instructor will work with the student so they are able to take their test no matter where in the world they may live. Most Green River online courses use

Angel Learning's course delivery system. Please go to [www.greenriver.edu/elearning](http://www.greenriver.edu/elearning) for the current schedule and directions to the course.

#### FLEX—Flexible Learning Experience

FLEX courses are developed by Green River faculty and combine online learning with the traditional classroom format.

Class meetings are held according to a schedule provided by the instructor, with the remaining coursework completed utilizing Angel Learning and/or other established Web sites. Visit [www.greenriver.edu/eLearning](http://www.greenriver.edu/eLearning) for the current schedule and more information about courses.

#### Telecourses

Telecourses bring the classroom to your television set. Students view videocassettes and read accompanying texts, send in assignments, as well as attend a few on-campus meetings. If a student does not have access to a VCR, they may choose to view the videotapes in the college library. Visit [www.greenriver.edu/elearning](http://www.greenriver.edu/elearning) for the current schedule and information about the courses.

#### Washington Online Internet Courses

A few of our online courses are offered by Washington Online. WAOL courses are developed by college instructors from around the state and function just like our online courses. All WAOL courses use Angel Learning courseware but on a different Web site than Green River online courses. If you have questions about WAOL courses, call 1-888-580-9011 or visit their Web site at [www.waol.org](http://www.waol.org). To see which WAOL classes we are offering and to find directions to the WAOL Angel Learning site visit [www.greenriver.edu/elearning](http://www.greenriver.edu/elearning).

#### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

(253) 833-9111, ext. 2315

ESOL classes are designed for non-native speaking adults who want to improve their English language fluency, reading, writing, speaking, listening, and basic computer literacy skills. ESOL classes are offered for all immigrants and refugees. Classes provide life skills, job skills, and preparation for academic classes. Classes are available in the morning, afternoon, and evening at the college and at several off-campus sites.

#### INTENSIVE ENGLISH AS A SECOND LANGUAGE

(253) 833-9111, ext. 3300

Green River's Intensive English as a Second Language (IESL) program is designed to give international students the strong English communication skills necessary for success in college. The IESL program is for students who score lower than 500 on TOEFL.

The program includes five levels of courses in speaking and listening (oral), grammar, writing, reading, and optional TOEFL. Free tutoring is available for IESL students. Classes meet four hours a day, five days a week, with a special schedule during summer quarter. After successfully completing the IESL program, international students can enroll directly in Green River's academic classes.

#### PROJECT TEACH

(253) 833-9111, ext. 4361

Project TEACH is a pre-service teacher preparation program designed to provide future educators with seamless pathways to teaching careers. Programs include certificates and degrees for those interested in early childhood education, para-education positions, and transfer to complete full teacher certification. Future elementary teachers can complete an Associate in Elementary Education Degree-Direct Transfer Agreement/Major Related Programs (see page 37). Future secondary teachers of math and science can also complete specialized AA or AS-T degrees.

GRCC also provides a Teachers of Tomorrow club; specific courses to fit the needs of educators; many opportunities to connect with teachers in K-12 classrooms; scholarships; and knowledgeable faculty advisors to help students plan their teaching career path.

In collaboration with Project TEACH, Central Washington University (CWU) offers a BA in Elementary Education with a Science Education focus on the Kent campus.

For more information about Project TEACH, visit our Web site at [www.projectteach.org](http://www.projectteach.org).

#### RUNNING START

(253) 833-9111, ext. 2643

Running Start, a program created by the Washington state Legislature, provides an opportunity for academically qualified high school juniors and seniors to earn college level credit, tuition free (courses numbered 100 or higher). To qualify, students must attain specific placement scores on the COMPASS assessment, as well as be enrolled through a public high school/district. Students who are homeschooled or attend a private school are therefore required to contact their public high school/district for enrollment instructions.

Running Start students are required to pay for textbooks, supplies, and special class fees.

The decision to begin college early is an important one. Students are encouraged to discuss the decision carefully with parents or guardians and high school counselors. Please visit the Running Start Web site at [www.greenriver.edu/running\\_start](http://www.greenriver.edu/running_start) for more information on this exciting opportunity.

**STUDY ABROAD**

(253) 833-9111, ext. 2160

Green River Community College provides students with the opportunity to study abroad while earning Green River transferable credits. Students typically receive 15 academic transfer credits for a 10-week program of study which is taught by faculty meeting the same credential requirements as on-campus classes. Classes are often taught in a coordinated fashion, taking advantage of the local history, art, language, and culture to enrich the experience. Courses and classes are subject to the same standards as on campus. Experienced program partners provide extensive logistical support and operations. Programs are currently available in Australia/ New Zealand, Japan, England, Italy, Costa Rica and Spain.

Visit [www.greenriver.edu/studyabroad](http://www.greenriver.edu/studyabroad) for more information.

**TECH PREP**

(253) 833-9111, ext. 2581

Tech Prep gives students an opportunity to get a jump-start on their future by preparing for college and a career while still in high school. The Tech Prep “Dual Credit” Program allows students to earn both high school and community/technical college credit for completing select high school courses with a grade of “B” (3.0) or higher.

**Earning Tech Prep “Dual Credit” is as easy as 1-2-3:**

1. Students enroll in high school classes offering Tech Prep “Dual Credit”
2. Complete the online registration process
3. Earn a “B” (3.0) or higher.

**Eligible Programs at Green River may include:\*\***

- Accounting
- Administrative Assistant
- Automotive Technology
- Auto Body Technology
- Aviation
- Business
- Carpentry Technology
- Criminal Justice
- Drafting Technology
- Early Childhood Education
- Information Technology
- Manufacturing Technology
- Medical Office Assistant
- Natural Resources
- Welding Technology

\*\* Programs may vary each year. Contact the Tech Prep Consortium office for details at (253) 833-9111, ext. 2581.

**WASHINGTON STATE CENTER OF EXCELLENCE FOR CAREERS IN EDUCATION**

(253) 833-9111, ext. 4360

Eleven Centers of Excellence were selected to provide statewide leadership to the Washington State two-year college system through best practices, innovative curriculum, and emerging technologies needed to support key industries. At Green River Community College, The Center of Excellence for Careers in Education provides support, mentoring, and advising to community colleges and their K-20 partners for the creation and expansion of career-ladder programs in education. The center provides a yearly best practices conference, a comprehensive Web site, curriculum development and dissemination, and training for K-20 instructors and para-professionals.

**WORKFORCE EDUCATION**

(253) 833-9111, ext. 2211  
[workforce@greenriver.edu](mailto:workforce@greenriver.edu)  
[www.go2collegefree.com](http://www.go2collegefree.com)

Workforce Education administers four programs that provide free or reduced tuition to students who qualify. Our programs may also assist with books, fees, and, in some cases, educational supplies. For more information, visit [www.go2collegefree.com](http://www.go2collegefree.com). The programs offered include:

**Worker Retraining**

The Worker Retraining program provides job training for unemployed workers, those facing imminent layoffs, displaced homemakers, honorably discharged members of the military, and small business owners whose companies have closed due to a general economic decline in their industry or region. The program allocates funds on a quarterly basis to help pay for tuition, fees, and books.

**WorkFirst/Low Income Working Parent**

The WorkFirst program pays 100 percent of tuition, books, and fees for parents who are currently receiving a Temporary Aid to Needy Families (TANF) cash grant from the Department of Social and Health Services (DSHS). The Low Income Working Parent program provides the same benefit to working parents whose income remains below 175 percent of the federal poverty level.

**BFET (formerly FSET—Food Stamp Employment and Training)**

BFET pays 100% of tuition, books, fees, and required supplies for adults who live in King County, receive food stamps, and do not

anticipate having their food stamp case closed prior to the start of the academic quarter. BFET is not available to any adult who receives TANF, since those adults are eligible for the WorkFirst program (above).

**Opportunity Grant**

Opportunity Grant funds tuition, fees, and up to \$1000 per year for books for low-income students in specific, state-approved career paths. Opportunity Grant is also available for undecided students who begin their studies in one of the approved paths.

**ACADEMIC POLICIES**

**ACADEMIC STANDARDS AND PROGRESS POLICY**

Every student who enrolls at Green River Community College becomes a partner with the college and the state of Washington with shared responsibilities for student progress and goal completion. As part of our responsibility to each student and to the state that helps to fund each student’s college education, Green River has established expectations of student progress and academic performance.

The college monitors student progress and academic performance and intervenes when expectations are not being met. In such cases, the College may determine that a student is not benefiting from continued enrollment and may take steps to limit or deny future enrollment.

In 2003, the Legislature of the State of Washington established a law requiring colleges to develop policies “to ensure that undergraduate students complete degree and certificate programs in a timely manner in order to make the most efficient use of instructional resources and provide capacity within the institution for additional students.” This legislation (RCW 28B.10.695) requires that student academic progress policies address:

1. Excessive Credits: Students who accumulate more than 125 percent of the number of credits required to complete their degree or certificate programs;
2. Credit Completion: Students who drop more than 25 percent of their course load before the grading period for the quarter, which prevents efficient use of instructional resources; and
3. Academic Standards: Students who remain on academic probation for more than one quarter.

The college has adopted the Academic Standards and Progress Policy to support student success. The complete policy is published online and in the student handbook.

### ADVANCED CREDITS

Some students may receive credit through the Advanced Placement Program of the College Entrance Examination Board, articulation agreements with area high schools, the College Level Examination Program, and military school or experience. Information regarding these programs is detailed on below.

#### Advanced Placement (AP) (College Board)

Effective July 1, 2009

The Advanced Placement Program® is a cooperative educational endeavor between secondary schools and colleges and universities. The program provides motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in the program not only gain college-level skills, but in many cases they also earn college credit while they are still in high school. AP courses are taught by high school teachers who follow course guidelines developed and published by the College Board.

Green River Community College grants credit in a variety of subject areas for students who have obtained a particular score on their College Board Advanced Placement examinations. These exams are given by the Educational Testing Service at locations around the country. Students must submit an official copy of AP scores. Upon evaluation of those scores, the student will be notified of acceptable credits. Credit is posted to the student transcript at the time of graduation only.

See page 23 for the list showing division policies on granting placement or credit for AP examinations. Grades range from a high of 5 to a low of 1; in most departments, credit and/or placement is awarded for grades of 3 or higher. In some cases, the student must consult the appropriate departmental advisor.

#### Articulation Agreements

Green River recognizes that quality education takes place in other learning institutions. In realization of this, Green River Community College has signed articulation agreements with area high schools, as well as other institution of higher learning. Articulation agreements are agreements by which credits taken at a particular institution are accepted automatically at another, allowing that all requirements of the agreement have been met.

#### Transfer Institution Agreements

GRCC has been working with several four-year institutions, both in the state of Washington and bordering states such as California, Oregon, Idaho and Montana. These agreements are designed to provide a smooth transition from GRCC into specific college departments. The agreement between GRCC and the other

colleges identify specific courses that if taken will be allowed for automatic credit at the other institution. In doing so, GRCC is enabling students to, for the most part, transfer directly into their majors. Students should contact their GRCC program advisor for agreements in their area of study.

#### High School Agreements

GRCC recognizes that quality education takes place in area high schools and has signed articulation agreements with many schools to grant college credit to students earning a grade of a B (3.0) or higher in their high school professional/technical courses. Credits are posted to transcripts during the summer following the school year in which they were earned.

To qualify, students must meet specific requirements established by the college and high school instructors and apply for credit through their high school and pay associated fees. Further agreements between high schools and additional professional/technical programs are being developed.

Students can contact their high school counselor or the GRCC Tech Prep office for more details.

#### Professional/Technical (Tech Prep)

Tech Prep is a course of study that combines academic and professional/technical instruction in the high school setting, and then directly applies those high school credits to a specific community or technical college program (see page 56).

The South King County Tech Prep Consortium has developed articulation agreements between area school districts and three local colleges: Green River Community College, Highline Community College, and Renton Technical College. Tech Prep articulation agreements allow high school students to earn both high school and community/technical college credit through the "Direct Credit" program.

#### Military Service School Credits

Credits for military personnel's military school and experiences are granted according to the publications of the American Council on Education. **Current editions are on file with the credentials evaluators in the Enrollment Services Office.**

*Note: Some four-year schools will not accept military credits.*

\* Please note that GRCC will accept military basic training experience to satisfy the one-credit physical education activity requirement providing basic training was completed within the last ten years. GRCC will also accept four years of military service to satisfy two credits of the physical education fitness/wellness requirement providing the

military service was completed within the last ten years.

#### Procedure

1. Students should submit official copies of their CCAF, SMART or AART, certified copy of their transcripts or a copy of their DD 214s to the Enrollment Services office with a request for transcript translation form.
2. The credential evaluator will review the record and translate military credit into Green River course numbers and credit values.
3. The student will receive a copy of the results and a copy will be maintained in the student's file.
4. Credits will be posted to the "Transfer Credit" portion of the transcript upon graduation only.

#### AGE EXCEPTION POLICY

The following guidelines apply to the admission of those persons who do not meet general admission requirements.

#### Policy:

Students under the age of 18 who have not earned a diploma or the equivalent from an accredited high school may be admitted only upon appropriate release from their high school. Home-schooled and Running Start students are also subject to the special admission requirements outlined below. Students will be required to submit a High School Release Form or Running Start Authorization signed by the appropriate high school official when they apply for admission. Applications for underage students must have a signed release form attached in order to be processed.

Students under the age of 16 normally will not be admitted. If a potential student will not turn 16 during their first quarter of enrollment, the student must contact the Director of Career and Advising Services to seek an exception.

#### Procedure:

Exemptions will be made according to the following criteria:

- The student must be referred to Green River by an academic institution or educator. This referral must include a release form from the student's school district of residence, signed by the counselor (referring agency) and the student's parent or guardian. The high school release form must be submitted each quarter with an annotation by the high school counselor identifying specific class(es) the student is recommended to take.
- Students who are admitted must complete formal enrollment prior to the first day of the quarter.

<b>ADVANCED PLACEMENT – GENERAL EXAMINATIONS</b>				
<b>Exam Name</b>	<b>Minimum Score</b>	<b>GRCC Course</b>	<b>Distr</b>	<b>Comment</b>
Art 2D Design	4	Art 109, Beginning Design	Hu	GRCC department faculty will review student AP portfolio for acceptance of credit. An additional portfolio of five abstract artworks plus an essay evaluating design principles of an artwork is recommended.
Art 3D Design	4	Art 110, Intermediate Design and Color	Hu	GRCC art faculty also reviews student AP portfolio for final approval.
Art History	5	Elective	Elective only	
Art Studio (Drawing)	4	Art 105, Beginning Drawing	Hu	GRCC department faculty will review student AP portfolio for acceptance of credit.
Biology	3	Biol 100, Survey of Biology	LS	
Calculus AB	5	Math& 151, Calculus I <b>and</b> Math& 152, Calculus II (10 credits)	MS	
Calculus AB	3	Math& 151, Calculus I	MS	
Calculus BC	4	Math& 151, Calculus I <b>and</b> Math& 152, Calculus II (10 credits)	MS	
Calculus BC	3	Math& 151, Calculus I	MS	
Chemistry	5	Chem& 161, General Chemistry with Lab I <b>and</b> Chem& 162, General Chemistry with Lab I, <b>and</b> Chem& 163, General Chemistry with Lab III (18 credits)	LS	
Chemistry		Chem& 161, General Chemistry with Lab I <b>and</b> Chem& 162, General Chemistry with Lab II (12 credits)	LS	
Computer Science A	3	CS& 131, Computer Science I–C++	MS	
Computer Science AB	3	CS& 141, Computer Science I–Java	MS	
Economics (Macro)	4	Econ& 202, Macroeconomics	SS	
Economics (Micro)	4	Econ& 201, Microeconomics	SS	
English Language/Comp	5	Engl& 101, English Composition I <b>and</b> Engl 126, Writing: Humanities), <b>or</b> Engl 127, Writing: Social Science), <b>or</b> Engl 128, Research Writing: Engineering/ Science/Business (10 credits)	BS/Hu	
English Language/Comp	4	Eng& 101, English Composition I	BS/Hu	
English Language/Comp	3	Waive Engl& 110, English Composition I (no credit)	BS/Hu	
Environmental Science	4 or 5	Env S 204, Natural Science and the Environment	NS	
French Language	3	Frch& 121, French I	Hu	
French Language	4	Frch& 122, French II	Hu	
French Language	5	Frch& 123, French III	Hu	
French Literature	5	Elective	Elective only	
Human Geography	3	Geog 108, Introduction to Human Geography	SS	

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ADVANCED PLACEMENT – GENERAL EXAMINATIONS				
Exam Name	Minimum Score	GRCC Course	Distr	Comment
German Language	3	Germ& 121, German I	Hu	
German Language	4	Germ& 122, German II	Hu	
German Language	5	Germ& 123, German III	Hu	
German Literature	5	Elective	Elective only	
Government & Politics (American)	4	Pols& 202, American Government	SS	
Government & Politics (Comparative)	4	Pols& 204, Comparative Government	SS	
History (European)	5	Elective	Elective only	
History (U.S.)	4	Hist& 136, U.S. History 1 <b>or</b> Hist& 137, U.S. History 2 (5 credits)	SS	
History (U.S.)	5	Hist& 136, U.S. History 1 <b>or</b> Hist& 137, U.S. History 2 (5 credits)	SS	
History (World)	4	Hist 101, The Ancient World <b>or</b> Hist 102, Early Modern World <b>or</b> Hist 103, The Modern World (5 credits)	SS	Depending on epoch taught (see history department for determination)
Latin: Latin Literature	5	Elective	Elective only	
Latin: Vergil	5	Elective	Elective only	
Physics B	5	Elective	Elective only	
Physics C: E + M	5	Elective	Elective only	
Physics C: Mech.	5	Elective	Elective only	
Psychology	4	See department faculty	SS	See Department faculty for placement or acceptance of credit.
Russian Literature	5	Elective	Elective only	
Spanish Language	3	Span& 121, Spanish I	Hu	
Spanish Language	4	Span& 122, Spanish II	Hu	
Spanish Language	5	Span& 123, Spanish III	Hu	
Spanish Literature	5	Elective	Elective only	
Statistics	4	Math 256, Statistics for Business and Social Science	MS	

BS = Basic Skills  
 Hu = Humanities/Fine Arts/English  
 LS = Lab Science  
 MS = Math/Statistics  
 NS = Natural Science  
 SS = Social Science

### Additional Mathematics Note:

The Mathematics Division can award Advanced Placement credits. If students are placed by the Mathematics Division at a level higher than the College Board Placement, they may receive additional credits. If students have not taken the AP Calculus test, but have done college-level work in high school and are placed by the Mathematics Division into either Math& 152 or 153, they may receive additional credits.

If students' first mathematics course is Math& 152, they will earn credit for Math& 151. If students' first mathematics course is Math& 153, they will earn credit for both Math& 151 and 152. Students may apply through the Mathematics Division and receive Mathematics Division Advanced Placement credits by challenging the course and paying the appropriate fees.

- If it is determined that the student is eligible for courses available through the public school system, the student should not be enrolled.
- Students must meet course prerequisites and demonstrate academic preparedness through COMPASS placement or an independent evaluation by a full-time faculty member from the appropriate division(s).
- An evaluation of the student's maturity/college readiness must be conducted. This can be accomplished through a personal interview between the student, the Director of Careers and Advising Services, the dean of the appropriate academic division or the instructor of record for the course(s) to be taken. It may be appropriate to include the parent/guardian of the student in these discussions.
- Exemption requests must be made at least 15 working days prior to the start of the academic quarter in which the applicant wishes to enroll.

Students not complying with these procedures will be disenrolled.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

(253) 833-911, ext. 2650

Green River recognizes that many students learn traditional college course content in non-traditional ways. To accommodate those students who seek traditional credit for informal learning experiences by taking the CLEP Examinations, the college has established criteria and procedures for granting credit for the CLEP exams. In all cases, the division responsible for the instruction of the specific course will evaluate each examination and recommend to the registrar whether or not credit will be awarded for a specific class. Please consult Enrollment Services or the Assessment and Testing Center for more information on the tests, credit possibilities, criteria, and procedures.

## GRADING SYSTEM AND POLICY

### Grades

Under Green River's numerical grading system, instructors may report grades from 4.0 to 0.0 in 0.1 increments.

A	4.0–3.9	
A–	3.6	
B+	3.3	
B	3.0	
B–	2.7	
C+	2.3	
C	2.0	
C–	1.7	
D+	1.3	
D	1.0	
D–	0.7	Lowest passing grade
F	0.0–0.6	Failure or unofficial withdrawal—no credit given

### Additional Grade Designations:

- I Incomplete.** An instructor may record a student's work as Incomplete when the student has been delayed in completing the required work for a good reason. Work may be completed according to an agreement between the instructor and student. The Incomplete Agreement will reside with the instructor of record. The Incomplete is not posted to "hours attempted" until the Incomplete is made up. "I" does not affect GPA. The student has four quarters (or less, if instructor indicates) to finish the incomplete. After four quarters, if the "I" grade still appears on the transcript it will be automatically changed to a 0.0 by Enrollment Services.
- N Audit.** Indicates the student enrolled for information only (no credit given) and attended class regularly. "N" does not affect GPA.
- NC No Credit.** Indicates the student petitioned the registrar for a P/NC grade (prior to the end of the eighth week of the quarter) and earned a decimal grade lower than 1.5.
- P Pass.** Indicates the student petitioned the registrar for a P/NC grade (prior to the end of the eighth week of the quarter) and earned a decimal grade equal to or greater than 1.5, or the class is offered on a pass/no credit basis.
- S Satisfactory.** Indicates the student is making satisfactory progress but has not completed all the competencies for a given level of instruction. No credit is awarded. The S grade may be used only for BASIC and ESOL classes numbered under 100. Courses with "S" grade designators cannot

be applied toward any degree or certificate program. Courses with "S" grades indicate "work in progress" and do not denote course completion.

- W Official Withdrawal.** Indicates the student initiated an official withdrawal from class and submitted the proper paperwork to the Registrar's office. See "Withdrawal From Classes" and other appropriate sections. "W" does not affect GPA.

### Grading Symbols

These symbols may also be used on grade reports or transcripts:

- \* Missing Grade.** No grade assignment given. Student must contact instructor.
- R Repeat.** The symbol "R" after a grade indicates the student later repeated the class. The grade/credit from this class does not affect GPA.
- Y Work in Progress.** The class is in progress at grading time. Students should contact the instructor regarding questions about the particular grades earned.

### Grades, Obtaining

Students may obtain an unofficial copy of their transcript, which includes all the classes the student has taken at Green River and the grades earned, from the Web at [www.greenriver.edu/](http://www.greenriver.edu/) online, then "Unofficial Transcript."

### Grading Policy

Grade changes are valid only for courses in which students were OFFICIALLY registered. Approved grade changes will be accepted for up to four quarters following the quarter in which the original grade was assigned. Grade changes are not valid for W or N grades. Grade changes are to be signed by the "instructor of record" or, if the instructor cannot come to campus, by the division chairperson or instructional dean.

### Pass/No-Credit Policy (P/NC)

To declare an intention to be graded pass/no-credit, the student must file a petition with the registrar no later than the end of the eighth week of the quarter. For students who qualify, the registrar will convert the decimal grade submitted by the instructor either to credit (P) or to no credit (NC). This petition is a contract and is not rescindable.

No more than 25 percent of the required credits may be graded "Pass" to satisfy requirements for the Associate in Arts, Associate in Business, Associate in Elementary Education, Associate in Fine Arts, Associate in Applied Science-Transfer, Associate in Math Education, Associate in Pre-Nursing, Associate in Applied Arts, Associate in Applied Science, and Associate Pre-Professional degrees.

Associate Development courses with “Pass” grades may not satisfy the transfer requirements of a student’s major field. Students are urged to consult the catalog of the four-year institution to which they plan to transfer.

**Repeating a Course**

Students may repeat a course for which they have earned credit when such a repeat is necessary to satisfy a requirement for improving academic or skill progress (grades). If deemed necessary to repeat, students may only do so twice. (This is defined as two repeats in addition to the original enrollment.) The Health Science and Family Studies Division has more restrictive policies regarding repetition of classes. See program advisor for specific information.

**Credit by Challenge**

Students may enroll for credit by challenge in a course with the instructor’s approval if:

- Student believes he or she has achieved the required knowledge or skills necessary to receive credit without regularly attending the class sessions; and
- Student is eligible to take the course.

Courses offered by the college but not appearing in the quarterly class schedule may be challenged by requesting that the course be added to the schedule for “credit by challenge” purposes. Students who wish to challenge a course must:

- Consult with the instructor of the class they wish to challenge; and
- Pay regular tuition and fees.

All procedures for the granting of credit by challenge, other than those related to the registration process, are determined by the appropriate instructor and approved division procedures.

**Grade Forgiveness Policy**

This policy is designed to give returning students a fresh start from their unsuccessful transcript record after an extended absence from GRCC. The requirements for the policy are as follows:

- Student has had at least a two-year absence from GRCC and grades to be excluded must have been taken prior to the two-year absence.
- After returning to GRCC the student must demonstrate improvement by completing a minimum of 24 credits with a cumulative GPA of 2.0.
- Student cannot select specific courses or quarters for exclusion. Once the first quarter of Grade Forgiveness has been selected, all quarters between that quarter and the first returning successful quarter (after the two year absence from GRCC) will be coded with

the Grade Forgiveness Policy comment.

- Once a Grade Forgiveness is processed, credits for excluded courses will be changed to zero (0) and will not be included in the GRCC credit total and GPA. Student’s transcript will continue to show previous courses taken and grades received. A comment will be placed on the transcript indicating that a Grade Forgiveness has been approved for the student.
- Credits excluded may not be reinstated, may not be used as prerequisites and may not apply toward degree requirements.
- Grade Forgiveness may not be used to qualify for an honors designation.
- Submit form to Enrollment Services-Records who make decision, Registrar will make appeal decisions.
- Only one Grade Forgiveness petition is permitted on the student’s transcript.

**Withdrawal Policy**

Students may withdraw from the college or from classes until the last instructional day of the eighth week of the quarter during fall, winter, and spring. For summer, see the quarterly class schedule for withdrawal dates.

**RECIPROCITY AGREEMENT POLICY**

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degrees or the Associate in Science–Transfer (AS-T) degrees. Students who completed an individual course that met distribution degree requirements or fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide the necessary documentation. For complete information go to our Web site [www.greenriver.edu](http://www.greenriver.edu).

**STUDENT LEARNING OUTCOMES**

Green River Community College is committed to the continuous improvement of teaching and learning. To this end, the faculty generated and defined four Campus-wide Learning Outcomes. These are outcomes that should be addressed in a variety of classes within a student’s degree or program of study, allowing the student repeated practice with each outcome as he or she moves through a degree or program of study.

Furthermore, each Campus-wide Outcome has competencies, which are components of the larger outcome. These competencies are meant

to clarify the meaning of the larger outcome and provide examples of what this outcome may include. However, the competencies are not meant to be reductive or prescriptive; courses that address a Campus-wide Outcome must include at least one and may include more of these competencies.

Furthermore, students may be exposed to different competencies of an outcome depending on which degree or program of study they complete.

In order to claim proficiency with a Campus-wide Outcome, it is not necessary for all students to learn every competency of every Campus-wide Outcome. Similarly, in order for a course to claim a Campus-wide Outcome, that course need not address every competency listed for that outcome.

All students completing a degree will be exposed to and are expected to demonstrate proficiency with the four campus-wide outcomes: written communication, critical thinking, responsibility, and quantitative and symbolic reasoning.

**Written Communication**

Written Communication encompasses all the abilities necessary for effective expression of thoughts, feelings, and ideas in written form. This outcome includes abilities designed to help students

- 1.1 demonstrate use of a writing process.
- 1.2 demonstrate a clear sense of purpose, focus, thesis, or design in writing.
- 1.3 demonstrate the ability to develop an idea with support.
- 1.4 demonstrate audience awareness in writing.
- 1.5 demonstrate appropriate methods of integrating and documenting outside sources.
- 1.6 demonstrate ability to use common tools of information research in writing.
- 1.7 demonstrate clear organization of thoughts in coherent written form.
- 1.8 demonstrate appropriate choice of format, style, and tone for each particular writing assignment.
- 1.9 use appropriate mechanics, grammar, and word usage based on the language of instruction.
- 1.10 improve the ability to evaluate, revise, edit, and proofread individual work and the work of others.

## Critical Thinking

Critical thinking finds expression in all disciplines and everyday life. It is characterized by an ability to reflect upon thinking patterns, including the role of emotions on thoughts, and to rigorously assess the quality of thought through its work products. Critical thinkers routinely evaluate thinking processes and alter them, as necessary, to facilitate an improvement in their thinking and potentially foster certain dispositions or intellectual traits over time. This outcome includes abilities designed to help students.

- 2.1 apply relevant criteria and standards when evaluating information, claims, and arguments.
- 2.2 use appropriate reasoning to evaluate problems, make decisions, and formulate solutions.
- 2.3 give reasons for conclusions, assumptions, beliefs, and hypotheses.
- 2.4 seek out new information to evaluate and re-evaluate conclusions, assumptions, beliefs, and hypotheses.
- 2.5 exhibit traits evidencing the disposition to reflect, assess, and improve thinking or products of thinking.

## Responsibility

Responsibility encompasses those behaviors and dispositions necessary for students to be effective members of a community. This outcome is designed to help students recognize the value of a commitment to those responsibilities which will enable them to work successfully individually and with others. This outcome includes abilities designed to help students

- 3.1 identify and comply with clearly stated expectations, policies, and procedures.
- 3.2 recognize and accept consequences resulting from a failure to comply with stated expectations, policies, and procedures.
- 3.3 meet obligations necessary to complete individual and group tasks.
- 3.4 clearly communicate to affected parties any difficulties that may prevent them from fulfilling obligations.

- 3.5 demonstrate common courtesies and show respect for the needs, difficulties, and rights of others.
- 3.6 strive for excellence in contributions, performances, and products.
- 3.7 complete work independently and appropriately acknowledge the source of ideas and contributions of others.

## Quantitative and Symbolic Reasoning

Quantitative Reasoning encompasses abilities necessary for a student to become literate in today's technological world. Quantitative reasoning begins with basic skills and extends to problem solving. This outcome includes abilities designed to help students

- 4.1 evaluate and interpret quantitative and symbolic reasoning information/data.
- 4.2 recognize which quantitative or symbolic reasoning methods are appropriate for solving a given problem.

- 4.3 correctly implement the quantitative or symbolic reasoning methods that are appropriate for solving a given problem.
- 4.4 demonstrate the ability to estimate a solution to a presented problem.
- 4.5 translate data into various formats such as symbolic language, equations, graphs, and formulas.
- 4.6 implement calculator/computer technology to solve problems.
- 4.7 demonstrate logical reasoning skills through formal and informal proofs.

In order to assess the effectiveness of its instructional programs, the college evaluates student achievement of published learning outcomes at the course, program, and campus-wide levels. At the course level, instructors identify in their syllabi which learning outcomes the course supports and how the outcomes will be assessed. At the program level, each program completes an assessment project as part of their regular and on-going review process. At the campus level, student achievement of the Campus-wide Outcomes is



periodically reviewed across discipline areas and degrees. Finally, students are encouraged to refer back to the Campus-wide Learning Outcomes frequently during the course of their degree or program and self-assess their proficiency with the outcomes. GRCC believes that students who can demonstrate proficiency with the Campus-wide Outcomes, as well as content within their specific subject areas, are more likely to achieve success in the workplace and in future educational endeavors.

## PROGRAM OR DEGREE OUTCOMES

### Oral Communication

Oral Communication encompasses all the abilities necessary for effective expression of thoughts, feelings, and ideas in oral form. This outcome is concerned with helping students

- 5.1 identify the role oral communication plays in academic, social, and professional endeavors.
- 5.2 demonstrate increased confidence in oral communication skills.
- 5.3 listen carefully and respond to questions appropriately.
- 5.4 modify verbal and nonverbal communication appropriately given the purpose and the context of the communication.
- 5.5 plan, prepare, and deliver a well-organized, logical oral presentation that demonstrates critical thinking skills.
- 5.6 use appropriate presentation techniques (e.g. maintain eye contact, modulate voice, avoid distracting mannerisms, etc.).
- 5.7 employ appropriate discussion, negotiation, conflict resolution, and cooperation skills to work with people from a variety of experiences and backgrounds to promote learning in class activities and group work.

### Human Relations:

This outcome includes abilities designed to help students

- 6.1 demonstrate responsibility.
- 6.2 demonstrate self-worth.
- 6.3 demonstrate sociability in groups.

- 6.4 demonstrate self management.
- 6.5 demonstrate integrity/honesty.
- 6.6 participate as team member.
- 6.7 teach/help others.
- 6.8 exhibit leadership.
- 6.9 negotiate agreements.
- 6.10 appreciate and works with diverse groups.

## ACADEMIC PROCEDURES

### ACADEMIC RECORDS

#### Change Of Address

If the students' current address is different from the one on file, they must file a change of address form with Enrollment Services or access our Web site at [www.greenriver.edu/](http://www.greenriver.edu/) online. This will enable the college to mail important information to the correct address. If students fail to complete a change of address form, the college will not be responsible for problems in communication with the student. Students should also notify the Financial Aid Office of their change of address.

#### Confidentiality Of Records

Students at Green River has the right to examine their educational records, and the college may not, without the student's permission, let others examine those records for other than educational purposes, per the Family Educational Rights and Privacy Act (FERPA) policy.

#### Name Changes

It is important that a student's name is accurately reflected on his or her individual record. The Enrollment Services office maintains a confidential record of the student's last name, first name, middle initial and up to two previous last names. It is the student's responsibility to notify the Enrollment Services office of any change.

To report a name change on their record, students must:

- Submit it in writing. Complete a student information change form.
- Initiate the change. Signature is required.
- Show documentation. A copy of a marriage certificate, divorce decree, adoption papers, court order or other legal documents must be attached to the request.

### Student Identification Number (SID)

All students are assigned a SID to use for all transactions at Green River Community College. Students who forget or lose their assigned SID will need to bring picture ID into Enrollment Services to obtain their number.

Green River requests social security numbers at the time students make application to the college. As authorized under state law SB5509, the SSN will not be used as the SID number that would appear on the class rosters and most other documents. Generally, the SSN is stored confidentially in your records and used only for necessary purposes as authorized by law. Those purposes include the following:

- Financial aid, including loan deferments from other colleges or universities
- Hope scholarship and Lifelong Learning (tuition tax credits)
- Financial aid related to verification through National Student Clearinghouse
- Workforce or unemployment data matching purposes
- Official transcripts for identification of official records

### Student Right To Privacy (FERPA)

All student educational records are maintained according to the Family Educational Rights and Privacy Act of 1974 (FERPA) concerning the information, which becomes part of the student's permanent record and governing the conditions of its disclosure. Students have the right to see their records and to request an amendment to those records.

Only directory information can be released without the student's authorization. A student must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order or legal report. Additionally, Congress requires student information to be released to military recruiters if officially requested. Directory information may include student's name, e-mail address photographs, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

## Transcripts

Transcripts of each student's permanent record of grades is maintained in Enrollment Services and is available by written request only. An official transcript of grades will be sent to any high school, college, university or other agency upon the student's request. To have a transcript sent, one must complete and submit a transcript request form to the Enrollment Services office and pay \$3.00 for each transcript. Processing takes one or two business days contingent upon completion of current quarter's grading.

A "hold" may be placed upon your records for financial obligations to the college. Holds on permanent records must be cleared by the student before transcripts will be released.

Transcripts covering previous secondary or college education that are submitted to Green River as part of the admissions and records process become part of student's official file. They cannot be returned or forwarded to a third party. Students who want transcripts of work completed elsewhere must order a transcript from the appropriate institution. Green River does not issue or certify copies of transcripts from other institutions.

### How do I get a copy of my transcript?

- Students can fill out a transcript request form at the Enrollment Services window to receive an official copy of their transcript, allowing one or two business days for processing. Picture ID required.
- Students may send a letter requesting a transcript and include a \$3.00 fee for each transcript request. The letter must include student name, student identification number, birth date, and the approximate date when they last attended Green River.
- Students may print unofficial copies of their transcript at our Web site at [www.greenriver.edu](http://www.greenriver.edu), select "Online Services," then "more" or request a copy from Enrollment Services. Picture ID required.

## AUDITING A CLASS

Students may audit a class by enrolling for information only (no credit given) and attending class regularly. Students must declare their intention to audit at the time of registration. Auditing does not affect the grade point average (GPA). Auditors must pay regular tuition and fees.

## CHANGE OF PROGRAM

Students planning to change their professional/technical program or their intended major (if transferring to a college or university), must do the following:

- Obtain a Change of Advisor/Program Request form from Career and Advising Center.
- With the assistance of a faculty advisor or an advisor from the Career and Advising Center, fill out the Change of Advisor/Program Request form and obtain the signature of the new advisor.

A list of faculty advisors with their departments, extensions and office locations is available in the Career and Advising Center.

## GRADUATION

**(253) 833-9111, ext. 2500**

When students are two quarters away from completing their educational program, they should submit an application for graduation to Enrollment Services.

Applications for graduation and detailed instructions are available at the Enrollment Services window on the second floor of the Lindbloom Student Center. Students may also run a degree audit by accessing Online Services at [www.greenriver.edu](http://www.greenriver.edu). To be eligible for graduation, students must have accomplished the following:

- Completed all admissions requirements;
- Earned a minimum grade point average of 2.0;
- Completed 24 credits at Green River (doesn't pertain to high school diploma or professional/technical certificate candidates);



- Completed their last quarter at Green River;
- Filed an application for graduation with Enrollment Services;
- Completed all degree requirements as specified by the Green River catalog.

Students may graduate using the degree requirements in effect during their first quarter of enrollment at Green River Community College for up to six years. After six years, students need to meet the requirements listed in the current catalog. Students may petition the degree exception committee with proof of continuous enrollment to be exempt from this policy.

Each degree or certificate requires a separate application form.

Students may graduate at the end of any quarter.

### COMMENCEMENT

One commencement ceremony is held at the end of the academic year. Any student who has been approved for graduation during the year is eligible to participate in the June ceremony. Students who plan to complete their requirements during the following summer quarter may apply for graduation and participate in the ceremony. All diplomas will be mailed to students three to four weeks after the end of the quarter in which they have completed graduation.

### DEGREE EXCEPTION

In some cases, students may wish to appeal the graduation requirements. All requests must be in writing (see the Enrollment Services Office for degree exception forms) and should be submitted to the Enrollment Services Office

for action. The Degree Exception Committee meets twice a quarter. Written faculty or advisor approval is required when submitting your request.

### GRADUATION REWARDS

#### Scholastic Awards

Scholastic awards celebrate student success by recognizing graduates who:

- Earn an associate degree in arts, business, math, elementary education, pre-nursing, science, applied arts, and applied science, or a pre-professional (academic transfer or professional/technical programs only);
- Attain a minimum 3.9 grade point average (include transfer credits and grades from all quarters except the spring quarter in which they may be graduating.
- Earn a minimum of 24 credits at GRCC, including the last quarter in residence; and
- Earn no more than 25 percent of the required credits on a pass/no credit basis.

#### Division Awards

Each instructional division selects one outstanding graduate to receive a Division Award. The recipient is selected by a vote of divisional faculty members.

#### Honors

Graduates who achieve outstanding grade point averages receive honor cords to wear at commencement and are recognized in the commencement program. These are awarded as follows:

Highest Honors	3.9 GPA
High Honors	3.7 – 3.89 GPA
Honors	3.5 – 3.69 GPA

Graduation honors are based on GRCC grades only. A minimum of 24 credits must be graded (not pass/no credit). All levels of honors will be noted on the diploma and Green River transcript.

#### International Academic and Leadership Award

The International Programs Award is presented to an international student who has demonstrated academic excellence and has made an outstanding contribution to international understanding on the campus.

#### Leadership and Service Awards

A leadership or service award is presented to three students who have held a position of leadership or have contributed to a major service project on campus.

#### Multicultural Award

The Multicultural Award is presented to a student who has demonstrated the academic promise and has made an outstanding contribution to the on-campus multicultural population.

#### President's Award

The President's Award is presented to a student who has exhibited professional promise and outstanding citizenship, personal qualities, and grade point average. The recipient is selected by a vote of faculty, administrators, and staff.