PREFACE

The Wayne County Community College District (WCCCD) provides educational resources to the residents of Wayne County and to those of many other communities. The District has five campuses and numerous off-site locations conveniently located throughout Wayne County. Each campus is located near a major freeway. WCCCD serves 32 cities and townships. The District has more than 90 programs leading to either an associate degree or certificate in various disciplines.

From its beginning in 1967, WCCCD has viewed education as one of the most important factors for achieving success in today's dynamic and technologically driven work environment.

The District provides a step-by-step approach to a career path by providing students with the ability to reach their career potential through an “open admission” policy and affordable tuition. Because WCCCD is committed to “Make Education First,” every student has the chance to fulfill his or her educational goals.

This catalog is for informational use only and does not constitute a contract. Wayne County Community College District reserves the right to add or delete, without notice, any course offering or information contained in this catalog.

The District reserves the right to assign instructional staff other than those listed in the “Academic Schedule of Classes” and to eliminate, cancel, phase out or reduce courses and programs for financial, curricular or programmatic reasons.
INTRODUCTION

ACCREDITATION

WCCCD is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; 312-263-0456, 1-800-621-7440, (fax at) 312-263-7462 or www.ncahlc.org. Information regarding the status of an institution is available at ext.11, or by email at status@ncahlc.org; complaints can be directed to ext. 198, or by email at complaints@ncahlc.org. In addition, specific program accreditation or approval has been granted by the following agencies:

- American Dental Association Commission on Dental Accreditation
  211 E. Chicago Ave.
  Chicago, Illinois 60611-2678
  (312) 440-4653
  (312) 440-7461 fax
  www.ada.org

- Michigan Department of Community Health Division of Trauma Services
  525 W. Ottawa
  P.O. Box 30664
  Lansing, Michigan 48909
  (517) 241-3024

- State of Michigan
  Michigan Fire Fighters Training Council
  General Office Building
  7150 Harris Drive
  Lansing, Michigan 48912
  (517) 322-5444
  (517) 322-8540 fax

- State of Michigan
  Department of Consumer & Industry Services
  Board of Nursing
  P.O. Box 30193
  Lansing, Michigan 48909
  (517) 335-0918
  (517) 373-2179 fax

- State of Michigan
  Department of Consumer & Industry Services
  Division of Federal Support Services
  P.O. Box 30193
  Lansing, Michigan 48909
  (517) 335-0918
  (517) 373-2179 fax

- Michigan Department of Corrections
  206 E. Michigan Ave.
  Grandview Plaza
  P.O. Box 30003
  Lansing, MI 48909

- Michigan Correctional Officer’s Training Council
  Main Building
  715 West Willow
  Lansing, MI 48913 (517) 334-6573

- Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association
  4720 Montgomery Lane
  P.O. Box 31220
  Bethesda, Maryland 20824-1220
  (301) 652-2682  (301) 652-7711 fax
  www.aota.org

- American Society of Health Systems Pharmacist
  7272 Wisconsin Ave.
  Bethesda, MD 20814  (301) 657-3000
  www.ashp.org

- Michigan Commission on Law Enforcement Standards (MCOLES)
  7426 North Canal Road
  Lansing, Michigan 48913
  (517) 322-1417  (517) 322-5611 fax

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
  35 East Wacker Drive, Suite 1970
  Chicago, IL
  www.caahep.org

- Association of Surgical Technologists
  7108 C South Alton Way
  Centennial, CO 80112-2106
  (303) 694-9262  (303) 741-3655 fax
  www.ast.org

- American Veterinary Medical Association
  1931 North Meacham Road, Suite 100
  Schaumburg, Illinois 60173-4360
  (847) 925-8070
  www.avma.org

- Commission on Accreditation/Approval for Dietetic Education of the American Dietetic Association
  120 South Riverside Plaza, Suite 2000
  Chicago, IL 60606-6995
  1-800-877-1600
  www.eatright.org

- National Automotive Technicians Education Foundation
  101 Blue Seal Drive, Suite 101
  Leesburg, VA 20175
  (703)669-6650
VISION STATEMENT
By 2011, Wayne County Community College District will be recognized as an institution that has achieved national and international recognition for enduring excellence as a comprehensive, multi-campus community college district. WCCCD will focus on continuous self-evaluation and improvement; preparation of a highly skilled workforce in support of the Wayne County economy; student academic and career success, and leadership in strengthening the open door philosophy of educational opportunity.

MISSION STATEMENT
Wayne County Community College District’s mission is to empower individuals, businesses, and communities to achieve their goals through excellent and accessible services, culturally diverse experiences, and globally competitive higher education and career advancement programs.

VALUES STATEMENT
• Excellence in teaching and learning
• Diverse, international and intercultural education
• Student and community service
• Accountability
• Integrity

GENERAL EDUCATION
The foundation of the College’s degree programs is in general education and is described by the “Philosophy of General Education,” a broad statement of the knowledge, skills, and attitudes that students are expected to achieve and that have always been a part of the College’s programs of study. The “Philosophy of General Education” was adopted in principle by the college’s faculty at the Faculty Organization Day, held in March 1997. It reflects the curricula describing the academic group requirements listed under the catalog descriptions of specific degrees. It also reflects the faculty’s belief that the values of general education are infused throughout the curricula and are often defined in practice by the discipline in which instruction and learning take place.

PHILOSOPHY OF GENERAL EDUCATION
At Wayne County Community College District, we believe that learning leads to a better life. Our general education curriculum equips students with the tools needed to build such a life, and to serve family, community, and society. We provide a range of required and elective courses designed to satisfy four possible student purposes:
1. Transfer of credits to four-year degree programs
2. Preparation for a two-year career program
3. Personal, social or professional enrichment
4. Certificate programs

The student who pursues an Associate Degree will study English, humanities, the social sciences, the natural sciences, and/or mathematics. Upon successful completion of the curriculum, the student will be able to:
• Read, write, and speak effectively
• Understand and appreciate the role of culture and the arts in both society and personal life
• Know the principles and be able to apply the methods of science
• Have mathematical and technological skills (especially computer skills) sufficient for personal and career needs
• Know the principles and methods of the social sciences, and understand the basic social, political, and economic issues of the contemporary world
• Understand and appreciate both our common humanity and the diversity of cultures — historically, around the globe, and within contemporary America
• Be able to identify, define, and think critically about the issues that arise in daily life, both personally and professionally
• Have the skills needed to work ethically and effectively with others
• Become a lifelong learner.
INSTITUTIONAL OBJECTIVES
To achieve its mission, the Board of Trustees adopted these institutional goals:

Instruction
• To provide liberal arts and occupational courses and programs leading to associate degrees and certificates
• To provide programs and courses facilitating transfer to other colleges and universities
  • To form 2+2 partnerships with four-year colleges and universities to facilitate the flow of transfer students in programs that lead to viable professions.

Student Development
• To foster cultural sensitivity by offering courses in ethnic studies
• To enhance student success by providing developmental education
• To provide career and personal counseling, academic advising, placement and other support services that enhance students’ social, academic and economic development
• To provide the greatest accessibility feasible by providing varied locations, barrier-free facilities, and the lowest possible cost.

Economic and Community Development
• To provide a variety of services to the community that foster personal growth and cultural enrichment or recreation, including noncredit courses, workshops, and extension classes
• To develop customized training/retraining courses in response to the needs of business and industry, agencies, and the not-for-profit sector
• To form partnerships with K-12 school districts and four-year institutions in the service area to collaborate in the development of strategies for improving retention
• To maintain the “open door” policy
• To enhance student success in specialized programs by the development and implementation of appropriate admissions criteria and procedures.

A BRIEF HISTORY OF WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
WCCCD has completed more than 38 years of uninterrupted operation and development of comprehensive educational services. Both directly and indirectly, our students and the 2.0 million people living within the College’s service district have enjoyed the benefits of constantly improved instructional programs and community services.

The story of Wayne County Community College District is one of continuing growth and innovation in providing educational training and leadership for the metropolitan region which it was created to serve. The College was established in 1967 by the Legislature of the State of Michigan, and its initial seven-member Board of Trustees was elected the following year.

The first operating budget was based on a $1,000,000 grant from the State of Michigan, as well as a $300,000 stipend from New Detroit, Inc., and anticipated student tuition payments at that time. The new College had no buildings or facilities of its own, but with the cooperation of local school boards, classrooms were made available throughout the County of Wayne.

In the summer of 1969, the Board of Trustees directed the staff to set up classes for the first fall semester. Instructors were hired, curricula were designed and the College opened its doors.

Presently, the College’s five state-of-the-art campuses are located in industrial, suburban and metropolitan areas where a major share of Michigan’s technical and skilled occupations are located. Because of the diversity of its service areas, WCCCD places a strong emphasis on occupational and career programs and traditional college and university transfer programs, including those within the liberal arts disciplines.

THE STUDENT BODY
Wayne County Community College District practices an “open door” policy, and provides an educational experience to students who desire the opportunity. The College has a rich and diverse student population; approximately 75% are women and more than 50%
are members of minority groups. While some 85% are Michigan residents, citizens from more than 30 countries are also enrolled in programs of study at the College. Nearly 50% of the students are freshmen, and nearly 75% of all WCCCD students attend part-time.

There are no on-campus housing facilities. As a multi-ethnic community college, the student body is reflective of the constituency served by the College. Approximately 65% of the student body receives financial aid or participates in work-study programs. More than 300 veteran students also take advantage of the G.I. Bill each semester.

While a majority of students are enrolled in two-year transfer programs, the College has expanded its vocational/career course offerings to meet the demands of new technologies, and prepare students for employment upon leaving school. Currently one-third of the College’s enrollment is in vocational or health-related courses.

Each year, the College graduates approximately 1,000 students; many continue their education at four-year institutions, while others directly enter the workforce better prepared for rewarding careers.

ALUMNI
When the doors opened in 1969, students previously excluded for various reasons from higher educational opportunities found a home at Wayne County Community College District.

Since its founding, graduates of the College have had a profound impact on the professional, political and technical life of cities in Wayne County, the State of Michigan, the nation and world.

College alums hold positions as teachers, dentists, doctors, lawyers, entrepreneurs, journalists, nurses, corporate business professionals, law enforcement officers, administrators, elected officials and a variety of other positions in professional and technical areas. The College has graduated more than 30,000 students, and approximately 550,000 have furthered their careers or enriched their lives through the Community Education programs or courses in their field.

Applications for membership to the Alumni Association can be obtained by contacting: Wayne County Community College District; Alumni Affairs Office; 801 West Fort Street; Detroit, MI 48226. Membership is open to all graduates, current faculty and staff.
ENROLLMENT MANAGEMENT,
STUDENT SERVICES AND ACADEMIC POLICIES

ADMISSIONS

Admission Procedures
New Students
Admission to Wayne County Community College District is “open door” and automatic for those who are 18 or older. Admission to specific programs is not automatic. New students are required to complete an Application for Admission and submit it to the Office of Admissions. Students are encouraged to apply for admission online at www.wcccd.edu. Those who have attended other post-secondary institutions should have all previous academic credentials (transcripts) forwarded to the District Records Office.

After completing your application and the COMPASS assessment, you will meet with an academic advisor to discuss your educational goals and select appropriate courses. The opportunity to register for classes online is dependent on the Student personal identification number (PIN). A new student must see an advisor in order to have their PIN activated.

For those under 18 years of age, the possession of a high school diploma or approval of a parent or guardian is required to accompany the Application for Admission.

Persons under age 16 must re-apply and be approved for each semester for which they intend to enroll regardless of previous enrollments. Applications for persons under the age of 16 are submitted to the District Office of Student Services, 801 W. Fort St., Detroit, MI 48226. These classes may be available at no cost to the high school student who qualifies under the State School Aid Act, PA.148, Section 216. Students should contact their high school principal or academic advisor.

Transfer Students
Students transferring to Wayne County Community College District from other colleges or universities who wish to have credit transferred to their WCCCD record should request the previous institution to forward official copies of their transcripts to the District Records Office. Generally, credit earned from regionally accredited institutions and from all publicly supported junior and community colleges is acceptable if earned with a grade of “C” or better and is appropriate to the student’s program of study. Transfer students are also encouraged to apply online at www.wcccd.edu. Students who have a bachelor’s or graduate degree are not required to take a placement test to enroll.

Former Students (Returning)
A returning student is an individual who has not attended the College for four or more regular semesters or the last two years. All students in this category must complete an application for re-admission. All students re-admitted to the College after missing four or more regular semesters or two years will be responsible for the curricula and regulations published in the current catalog and other official publications which are in effect at the time of their re-admission.

Ability to Benefit Provision
The Ability to Benefit is a federal regulation that requires “institutions which admit as regular students anyone who does not have a high school diploma or GED must determine that these students have the ability to benefit from continued education if they are otherwise eligible to receive Title IV assistance.” Penalty for noncompliance is institutional loss of federal funds for all students enrolled.

Currently, the College requires all recipients of financial aid to have a high school diploma, GED or have completed the COMPASS testing through a referral to the Office of Academic Support.
Program Admission

Certain programs at the College have prerequisite courses and other criteria required for admission. In addition to meeting the official admissions/registration requirements, students are required to apply for official program admission to their program of study. Students must complete an official Program Admission Form that may be obtained from the Student Services Office, the Office of Admissions and Records or from the Campus Academic Officer.

In order to register for courses in technical degrees and certificate programs, except for specified introductory courses, students must have applied and been accepted for formal program admission as specified in the College Catalog. Contact the Office of Admissions and Records for specific program admission instructions.

PLEASE NOTE: All students re-admitted to the College after missing four or more regular semesters or two years will be responsible for the curricula and regulations published in the current Catalog and other official publications which are in effect at the time of their re-admission. In certain cases, dates of program admission may take precedence over dates of college admission for purpose of meeting program requirements for graduation.

International Students

Wayne County Community College District is authorized under federal law to enroll non-immigrant students. A student from another country seeking admission should file an international application with the Office of Admissions at the campus of their choice.

The international applicant who wishes to study at Wayne County Community College District shall have completed their secondary education and be eligible for admissions to college-level studies. International applicants should begin the admission process at the earliest possible date.

Students must comply with the instructions for admission, academic requirements and language standards. Applicants who do not complete the College admissions requirements in time for their expected term of enrollment will be required to wait for the next term for admission consideration.

Senior Citizens

Citizens who are residents of the district and 60 years of age or older may enroll in the college tuition-free. Senior Citizen Tuition Waivers will be granted on a seat-availability basis in regularly scheduled academic classes. Although student activity fees shall be waived for senior citizens, they are responsible for all other fees such as the cost of books and class supplies. Senior students are expected to adhere to the same academic standards, rules and regulations that are in place for other students. Proof of age and residency is required at the time of registration.

Native American Students

Free tuition is available to eligible Native American students. Students, however, are responsible for all fees, books and class supplies. Students claiming this exemption must present appropriate documentation at the time of enrollment. For more information visit the Office of Admissions & Records at your campus.

Michigan Community College Virtual Learning Collaborative Admission

The Michigan Community College Association, with support from the Michigan Virtual University, has created a Michigan Community College Virtual Learning Collaborative (MCCVLC) among Michigan’s community colleges. Wayne County Community College District is a member of the MCCVLC. The MCCVLC is designed to allow current Michigan community college students to take courses from other member colleges while still receiving support services and maintaining their academic record at the designated home college. For further admissions information please visit www.mccvlc.org.
Student Assessment
All first-time students with intent to pursue a degree or certificate must be assessed for skills in reading, writing, and mathematics prior to registering for classes. The assessment used is COMPASS and the process takes approximately two hours to complete. If a student has attended another college or university they may be exempt from assessment testing. Official transcripts must be submitted proving that certain courses in English, writing and mathematics have been completed.

The results of your assessment testing do not affect your admission to WCCCD. Students who meet the “open door” admission requirements are automatically admitted to the college. However, the results of your assessment testing will be used by the District to assure that you are placed in courses appropriate for your skill level, particularly in English and mathematics.

To arrange for the COMPASS assessment, contact the Student Services Office at the campus of your choice. Please plan to stay at least two hours for your testing session. It is suggested that you prepare for assessment prior to your test day. The Student Services Office can provide you with sample test questions and practice tests to help you prepare. Please bring a photo ID when testing. Students are encouraged to call the campus to confirm the testing schedule.

Assessment Requirements and Institutional Priorities
Assessment at Wayne County Community College District is driven by external reporting requirements as well as by the College’s commitment to identify its strengths and weaknesses as it positions itself for self-improvement and self-renewal. The Office of Institutional Effectiveness supports the district-wide assessment initiative by providing leadership, content expertise, and staff support; research and data analysis; and by disseminating findings within the college to enhance student learning.

English as a Second Language Testing
Once admitted to Wayne County Community College District, students with limited English proficiency will be assessed using the COMPASS Test. This service is limited only to students who have applied and been accepted by the College. Results from the Compass Test will be used by College staff to assist students with placement in courses that are appropriate to the student's skill level.

Program Testing
The Office of Career Planning and Placement administers a number of assessment services for students, faculty, advisors and staff. Testing services include:

- Nursing Entrance Test (NET): administered for all students applying for admission to the Nursing program.
- Health Occupations Basic Entrance Test (HOBET): administered for the Allied Health programs. The results of this assessment are used depending on the program, and for admissions or advisory purposes. Testing registration packets for the NET and HOBET are available from the Student Services department on each campus.

Online Orientation
An online orientation is available at www.wcccd.edu and includes information about College policies, procedures, programs and services. It is interactive and recommended for both first-time college students and students new to the District.
Academic Advisement and Guidance Services
Each campus is staffed with student service advisors and trained support staff who provide specialized services as an integral part of the instructional process. As well, Academic Advisors are available in many locations. In assisting students to achieve their greatest potential, our advisors and other staff are committed to an effective entry-exit college experience. Services provided include:

- Educational guidance
- Academic advising
- College transfer information
- Scholarship information
- Personal/social/career advising

Jointly, advisement staff and the student may develop a plan which gives a student the opportunity to gain competencies in:

- Program selection
- Goal setting
- Career focus
- Stress management
- Time management

Financial Aid
Each campus in the Wayne County Community College District offers student financial aid assistance. These services are available in the Student Services Office.

Financial Aid is available to those who qualify. Students are encouraged to apply as early as January 1st of each calendar year.

Student financial aid funds are made available only for the purposes directly related to Wayne County Community College District’s educational expenses. The use of these funds for any other purposes may jeopardize your eligibility to continue to receive these benefits.

The District Financial Aid Office has the right to review, adjust or cancel the financial aid award at any time because of a change in the student’s financial, marital or academic status, or because of adjustments (changes) in federal or state regulations, funding or computational errors.

Students may accept any number of awards or other financial assistance from public or private sources or both. However, the total assistance may not exceed the cost of attendance.

Students must complete the Free Application for Federal Student Aid (FAFSA) each academic year to be considered for any type of Financial Aid.

Assistance with applying for Federal and State financial aid is available in the Student Services areas of each District campus. Information is also available on the District’s website: www.wcccd.edu, the State of Michigan’s website: www.michigan.gov/mistudentaid and the Department of Education's website: www.fafsa.ed.gov.

The types of financial assistance include the following:

A. Federal Pell Grant
B. Academic Competitiveness Grant (ACG)
C. Federal Supplemental Educational Opportunity Grant (SEOG)
D. Federal Work Study
E. Michigan Adult Part-Time Grant
F. Michigan Work-Study
G. Michigan Educational Opportunity Grant (MEOG)
H. Michigan Tuition Incentive Program (TIP)
I. Federal Stafford Student Loan

The terms and conditions for each type of financial assistance are available in the Student Services areas on all District campuses. A student may decline all or any portion of a financial aid award.
Financial Aid Satisfactory Academic Progress Policy

In order to receive Federal Financial Aid, regulations require that all students make continued progress in their educational program. This requirement is called Satisfactory Academic Progress and will be monitored by the District Financial Aid Office. In accordance with Federal Regulations the District Financial Aid Office's policy will be to check Satisfactory Academic Progress, minimally at intervals of one year. The Federal Government has established the following Standards for Satisfactory Academic Progress:

Qualitative Standard
By the end of the second academic year (regardless of how many credits the student has accrued), the student must have a C average or its equivalent. The District Financial Aid Office will review the qualitative progress after each academic year. In order to continue to receive financial aid a student must:

- Maintain at least a cumulative 2.0 GPA.
- Maintain at least a “C” average.

Quantitative Standard
The Satisfactory Academic Progress Policy also includes a quantitative component. A student who is maintaining a high GPA by withdrawing from every course he attempts after the first year would meet a qualitative standard (GPA) but wouldn't be progressing toward graduation. Therefore, the institution must set a maximum time frame in which a student is expected to finish a program and a measure to determine the percentage of credit hours completed versus those attempted.

The District Financial Aid Office will review the quantitative progress after each academic year. In order to continue to receive financial aid a student must:

- Complete a program of study within 150% of the credits required to graduate.
- If a major requires 60 credit hours for graduation, a student must complete the program in no more than 90 credit hours.
- Successfully complete at least 67% of all attempted credits.
- A student must receive a passing grade in at least 2 out of every 3 classes in which he or she is enrolled.

Non-credit courses are not included in the calculation of financial aid, and are therefore not counted as credit hours attempted. Transfer credit, remedial and repeated courses will be counted as credit hours attempted. Withdrawal grades (W and XW) and incomplete grades (I) will be counted as credit hours attempted. Transfer credit, remedial credit and repeated courses will also be counted as credit hours attempted.

Financial aid funds may not be used to cover the cost of non-credit courses, therefore they are not counted as credit hours attempted. Institutional withdrawal grades (WI) will not be counted as credit hours attempted.

Notification
Students who fail either the quantitative or qualitative test for academic progress will be notified in writing. Students who are in their first academic year and are failing to meet Satisfactory Academic Progress requirements are placed on Probation. These probation students do not need to submit an appeal form. They will be sent letters from the District Financial Aid Office warning them that they are in danger of losing their Title IV eligibility. They will also be encouraged to seek academic advising. Academic progress for probation students will be measured again at the end of their second academic year.

Students who are in their second academic year and are failing to meet Satisfactory Academic progress are denied Title IV aid. They will need to submit an appeal accompanied by all supporting documentation.

A student who loses financial aid eligibility due to failure to meet Satisfactory Academic Progress standards will regain eligibility when the institution determines that he or she is again meeting the standards. Eligibility may also be regained if the student is approved through the appeal process.

Appeal Process
If you have experienced a significant circumstance which you feel has had an impact on your ability to make satisfactory academic progress, you have the opportunity to file an appeal with the District Financial Aid Office.
Significant circumstances include:
1. Death of student’s close relative
2. Injury or illness of student
3. Personal tragedy or event.

A completed Academic Progress Appeal form must be submitted along with documentation supporting the significant event or circumstance. A completed Plan of Work (through the end of the program) must also be submitted.

An appeal form is available on the college website at www.wcccd.edu. The appeal form and all supporting documentation will be reviewed by the District Financial Aid Office and you will receive a written response.

**Veteran Affairs**
The Veteran Affairs office is located in the District Records Office, 801 W. Fort, Detroit, MI 48226, 313-496-2523.

The main purpose of Veteran Affairs is to certify enrollment of those veterans and dependents that are using their educational benefits. The staff is a liaison between the Department of Veterans Affairs and the students at Wayne County Community College District. The staff assists the veteran in filling out forms, explaining the various degree programs the District has to offer and directing the student to the various academic departments for advising and ongoing support services.

The Department of Veteran Affairs requires that all recipients of veteran educational benefits make progress toward their stated academic degree. Therefore, all veterans receiving benefits must maintain an accumulated grade point average (GPA) of 2.0 to remain eligible for Veterans Administration benefits. A veteran who allows his or her accumulated GPA to fall below 2.0 will be placed on probation. A veteran will be allowed two semesters to bring his or her accumulated GPA to 2.0 or higher. If the veteran fails to do so, the Department of Veterans Affairs will be notified of his or her unsatisfactory progress.

A signed statement acknowledging these requirements will be required from each veteran student at the beginning of each enrollment period.

**Registration**
There are specific registration procedures for new students, former students and for students who are currently enrolled. A detailed description of the enrollment and registration procedures is published in the Schedule of Classes which is available at www.wcccd.edu and at all WCCCD locations prior to each registration period.

**Residency**
Students residing in the District will be charged resident tuition rates. The District is defined as all of Wayne County with the exception of the following cities and townships: Dearborn, part of Dearborn Heights, Garden City, Highland Park, Livonia, Northville, Plymouth and part of Canton Township. Residency can be verified by voter registration card, driver's license, tax or rent receipts, or state identification card.

**Change of Name or Address**
A student who changes his or her name or address at any time after registration must immediately report such a change to the Office of Admissions and complete a change of data form. A veteran who changes address after certification must also report such a change to the District Office of Veterans Affairs.
Deferred Tuition Plan
A minimum payment of 65% of all tuition and fees must be paid at the time of registration.

Outstanding Balances
Outstanding balances that are not paid on or before the published due date will be placed in Financial Hold and charged a $20 default fee. All student accounts remaining delinquent at the end of the semester (please refer to college calendar for specific date) will be charged an additional semester delinquency fee of $30. All refunds will be applied to the student's account. Students who cancel or withdraw from classes after all refund periods have ended will not receive a refund.

Payment by Check
Personal checks must be drawn on a bank in Michigan and must have a preprinted name and account number on them. If the writer of the check is a person other than the student, the student must present the writer's ID. The student must have adequate picture identification and endorse the check. Any one of the following identification is accepted: driver's license, military service ID, picture charge cards, employment picture ID card, state picture ID card or passport.

Payment of Tuition and Fees
All tuition, fees and deposits are due at the time of registration. Students that opt for the deferred tuition payment plan must pay a minimum of 65% of total tuition and fee(s) for the current term, and a $20 deferred tuition fee will be assessed. Payments may be made by money order, check, Visa, Mastercard, Discover Card, American Express, or ATM debit transfer.

Cashless Registration Process
The District does not accept cash. Students may opt to pay by money order, check, Visa, Mastercard, Discover, American Express or ATM debit transfer. The District bookstores provide money orders for a nominal fee. It is recommended that the student review the cost of tuition and fees in the class schedule before registering. Where applicable, please remember to consider the fees for student activities, labs, admissions and registration when calculating tuition costs.

NOTE: ALL RETURNING STUDENTS WHO HAVE AN OUTSTANDING BALANCE MUST PAY 100% OF THEIR OUTSTANDING BALANCE OR MAKE PAYMENT ARRANGEMENTS BEFORE THEY CAN REGISTER FOR THE CURRENT SEMESTER.

Returned Check Policy
Students are liable for all amounts pertaining to any bank rejected checks, which includes but is not necessarily limited to the following:
- The amount of the rejected check
- A $20 District service fee for NSF (bad check) processing
- A $20 deferred fee
- Charges assessed by the external check guarantee company utilized by the district.

ALL CHECKS WRITTEN TO THE COLLEGE ARE VERIFIED BY AN EXTERNAL CHECK GUARANTEE AGENCY. ALL RETURNED CHECKS ARE SUBJECT TO THE AGENCY’S COLLECTION FEES.

STOP PAYMENT OF CHECK DOES NOT INITIATE CANCELLATION OF CLASSES. YOU MUST OFFICIALLY WITHDRAW FROM YOUR CLASSES BY COMPLETING AN ADD/DROP FORM.

Important Registration Information
You are officially registered when the registration staff enters your classes into the registration system or once you click the “submit” button for those registering online. You are responsible for all tuition and fees incurred including the non-refundable registration fee. You must pay at least 65% of your tuition and fees at the time of registration. You must officially withdraw from your class(es) within the refund period to be eligible for any refund. The unpaid balance of tuition and fees is still due when you drop a course after the refund period ends. Therefore, any course dropped after the 50% refund period must be paid for in FULL.
Disclaimer

The class schedule is for information only and does not constitute a contract. The College reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete, without notice, any course offering or information contained in the schedule.

WCCCD reserves the right to assign instructional staff and to eliminate, cancel, phase out or reduce course sizes and/or programs for financial, curricular or programmatic reasons.

Auditing Classes

Students desiring to audit courses for no credit must indicate “audit” on the Registration Form for the appropriate classes prior to registering. Students auditing courses pay regular tuition and fees. Credit is not given for an audited course, nor may a change to credit status be made after the student has registered to audit a course.

Students who desire to change from credit status to audit status in a course must do so before the class begins. The course is included on the official transcript as an audit and denoted by the letter V.

Repeating Courses

Students may not repeat for credit any course for which they have earned a “C” or better. Exceptions may be made in special circumstances at the discretion of the Vice-Chancellor or his/her designee.

Adding or Dropping Classes

Students may add or drop classes through the registration period. Please consult the current Schedule of Classes for applicable add/drop dates. Students desiring to add/drop classes may do so online through Webgate or complete and process the appropriate form in the office of records/registration at the campus of their choice. Classes dropped after the refund period will be reflected as a “W” grade on the student transcript.

Withdrawing from Classes

Officially withdrawing from classes may entitle students to full or partial refunds. See refund table in next column for important dates and percentages of tuition refund.

Refunds

Classes cancelled by the College will result in a 100% refund.

The College reserves the right to cancel classes. The College will attempt to notify students whose classes are cancelled. Students substituting another course must process a drop/add form as soon as possible without additional charge for the added class. If students do not wish to substitute another course, a refund is automatic and there is no need to process a drop/add form. The refund will be mailed to the student approximately 3-5 weeks after the first day of the semester. There is no refund for health reasons. Classes dropped by the student after the refund deadlines will result in “no refund.”

Tuition, student activity fees, technology fee, and all course designated fees are refundable within the deadline requirements. However, registration, drop/add and deferred fees are not refundable unless the College cancels one or all of a student’s classes.

There is no refund for health reasons.
Wayne County Community College District

Career Planning and Placement
The Career Planning and Placement Office offers students and graduates an opportunity to explore employment opportunities in conjunction with their educational and personal goals. Professional staff is available at each campus to provide a variety of employment related services.

Individuals may explore career options using such resources as the Michigan Occupational Information System (MOIS), a statewide information system which provides detailed occupational information and related education and training data. Students and graduates receive assistance in preparing resumes, cover-letters, and improving their interviewing skills through the use of employability development software programs located at Campus Career Planning and Placement Offices. Referrals are made to testing and counseling services where students can receive assistance in identifying interests, aptitudes, abilities, and in relating these to career choices.

As a member of the Community College District Employment Network, each campus has access to a computerized job sharing, job posting, and record keeping system. WCCCD subscribes to a leading recruitment website, College Central Network. Through this site, students can view jobs posted locally and nationally, and also post, update and forward their resume.

Student Activities
The Office of Student Activities on each campus coordinates a variety of programs and services intended to enhance the educational purpose and philosophy of the College. Formal education is only one facet of a student’s total educational experience while attending Wayne County Community College District. With this in mind, participation in student activities encourages and challenges students to get involved in other facets of the College community by planning or participating in student organizations and activities. The educational opportunities, development of leadership, social and interpersonal skills, personal satisfaction and enjoyment gained from participating in student activities will make the personal investment well worth the effort.

Each campus has student activities. Activities include recreational, social, and family activities. This may include guest speakers and special events. Phi Theta Kappa is the college’s student honors society. Student activities at WCCCD are student driven. For information about specific student organizations and activities, contact the administrative office at the WCCCD location of your choice.

It is the students’ responsibility to provide individual liability, health and accident insurance coverage. The College accepts no responsibility for insurance coverage for participation in any student activity.

Student Government
The Student Government Association (SGA) is the representative body of all College students. The College-wide SGA deals with College-wide issues and assists in planning student-oriented activities.

Intercollegiate Athletics
The goal of intercollegiate activities is to develop each participant as an individual—an individual who has respect for him/herself and others, and who learns to appreciate more fully the need and value of teamwork, cooperation, and effective interpersonal relations. The college is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). The College offers basketball (men and women), golf (men), volleyball (women), and bowling.

Academic Honesty
The expectation at Wayne County Community College District is that the principles of truth and honesty will be practiced in all academic matters. Therefore, acts of academic dishonesty, including such activities as plagiarism or cheating, are regarded by the College as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty on the part of students are discovered, each incident will be handled on an individual basis as deemed appropriate by the instructor.

Care should be taken that students’ rights are not violated and that punitive measures are instituted only in cases where documentation of one or more offenses
exists. A description of all such incidents should be reported to the Campus Academic Officer where a file of such occurrences is maintained. The Campus Academic Officer may institute action against a student according to procedures of due process outlined in Student Rights and Responsibilities in the Student Handbook.

Class Attendance
Students at the College are expected to attend all class sessions. When absence from class is unavoidable, it is the student's responsibility to make arrangements for make-up work, and to determine if announcements relevant to the course were missed during the absence. Make-up work is permitted at the instructor's discretion. Excessive absence may result in failure.

Students may not bring children to class or leave them unattended at the campus.

PLEASE NOTE: Class attendance can only be monitored and verified by the instructor.

Final Examinations
Final examinations are held regularly at the end of each semester or session. Students are required to take the final examination at the time and place scheduled in order to receive credit for the course, unless exempted in writing from the examination by the instructor.

Grading System
The following is the grading system used at Wayne County Community College District. All courses in which the student enrolls and earns grades are recorded on the official transcript. Grade points are used to measure a student’s academic achievement for the total number of semester hours attempted. Final course grades are accessible online by the third business day following the end of the semester through Webgate, and are mailed at the end of each semester to the student's permanent address of record. Students must make sure that their correct address is on file and may do so at the campus records office of their choice.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Below Average</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
<td>Failure to complete course requirements satisfactorily</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transcript Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Credit by Examination</td>
</tr>
<tr>
<td>CFE</td>
<td>Credit for Experience</td>
</tr>
<tr>
<td>AP</td>
<td>Advanced Placement (Articulation)</td>
</tr>
<tr>
<td>I*</td>
<td>Incomplete: The awarding of an incomplete grade is at the discretion of the instructor provided the student has been attending the class, is passing and has an unforeseen emergency, which occurs after the last day to drop classes.</td>
</tr>
<tr>
<td>NG</td>
<td>No grade issued by instructor.</td>
</tr>
<tr>
<td>V</td>
<td>Audit: Students visiting or auditing a course must declare this option when registering. Veteran and financial aid students are not eligible to audit courses.</td>
</tr>
<tr>
<td>WI**</td>
<td>Institutional Withdrawal: Issued for failure to attend any class during the first four weeks of the semester.</td>
</tr>
<tr>
<td>W**</td>
<td>Withdrawal: Withdrawal by the student during the first half of the semester.</td>
</tr>
<tr>
<td>XW</td>
<td>Walk-away status: Attended at least 1 class during the first third of the semester and failed to withdraw during the remaining two-thirds of the semester.</td>
</tr>
</tbody>
</table>
* College policy requires all students who earn an incomplete “I” grade to complete that course by the end of two consecutive terms after the term in which the “I” grade was given. The student is charged with the responsibility of completing the course requirements through the instructor who issued the “I” grade. In the event the student is unable to contact the instructor, the student must immediately contact the appropriate Campus Academic Officer. Failure to complete the course requirements within the two-consecutive-term time limit shall result in a grade of “E” replacing the “I” grade. Students should not register a second time for a course in which they have an outstanding “I” grade. An “Incomplete” grade is given only when an unforeseen emergency prevents the student from completing the work in a course and is given at the discretion of the instructor.

** While NEITHER GRADES WI, XW, AND W ARE CALCULATED AS PART OF THE OFFICIAL GRADE POINT AVERAGE, they are counted in determining satisfactory progress for students receiving financial aid and continuing eligibility.

** Standards of Academic Progress
The College maintains that all students should make continued progress toward an educational goal. In an effort to assist students, the College has established the following standards of academic progress:

I. Good Standing: A student in maintaining a 2.0 or above cumulative GPA.

II. Total credits utilized in computing the cumulative GPA will not include
A. Credit for classes which have been repeated. The lower grade will not be used in determining the GPA
B. Classes with a grade of CR, CRE or V and withdrawals (WI, W, XW).

III. Probationary Status: A student who has a cumulative GPA below 2.0 is placed on probationary status. A student is notified of probationary status on the semester grade report. When a student is placed on probation, the following steps must be followed:
A. The student will be assigned an advisor for prescriptive assessments and the determination of the appropriate courses to pursue in the future. (It will be the student’s responsibility to contact the advisor to schedule an appointment)
B. A probationary student may not elect more than nine (9) credit hours for the fall/spring semesters; six (6) credit hours in the summer unless that student has the written authorization of the advisor.
C. The student must schedule regular meetings with an advisor during the academic probationary period.

IV. Continued Probationary Status: A student is placed on continued probationary status when the student’s GPA for a semester is 2.0 but the cumulative GPA remains below 2.0.

V. Exclusion: If a student maintains a cumulative GPA of less than 2.0 for three consecutive semesters, the student may be excluded from future enrollment at the College for one semester. Reentry is not automatic. A student may apply for reentry through a campus Student Services Committee.

** Grade Point Average (GPA)
The grade point average is calculated by multiplying the grade points by credit hours attempted. The cumulative grade point average is the total number of grade points earned divided by the total number of credit hours attempted. Attempted credit hours include “E” grades, even though grade points are not earned. THE HIGHEST GRADE IS USED TO CALCULATE GRADE POINTS FOR ANY REPEATED CLASS.

** Example:
<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>C</td>
<td>2 x 3</td>
<td>6</td>
</tr>
<tr>
<td>Biology</td>
<td>B</td>
<td>3 x 4</td>
<td>12</td>
</tr>
<tr>
<td>Psychology</td>
<td>E</td>
<td>0 x 4</td>
<td>0</td>
</tr>
<tr>
<td>Political Science</td>
<td>A</td>
<td>4 x 3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14 credits (divided into)</td>
<td>30 grade points</td>
</tr>
</tbody>
</table>

Equals 2.1 GPA
Appeal of Grades
A student who believes that a grade has been awarded unfairly or incorrectly should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the dispute. If the matter is not resolved to the student's satisfaction, the student may appeal the grade to the Campus Academic Officer at the location where the course was offered.

The student will be advised of the appeal process, which includes a written statement from the student and the instructor's written response. A committee will be selected and a grade-appeal hearing will be scheduled. Grade appeals must be filed within 90 days of the conclusion of the semester or session during which the student was enrolled in the course where the challenged practice occurred.

Services for Students with Special Needs
The ACCESS program provides students access to all College occupational, technical, and vocational programs. Students who are academically or economically disadvantaged, disabled, or limited English speaking are provided academic assistance, supportive services, and personal and career advisement. Each student is given the opportunity to realize his/her maximum potential which is achieved by formal and informal assessments.

In addition to the above direct services, other specialized services are available based on academic or special needs including individualized tutoring, sign language interpreters, note takers, referral services, equipment modification, instructional aids, telecommunication devices for the deaf, brailler, braille and taped materials, curriculum modification, adaptive computer equipment, and computer-assisted instruction.

The services are available to students who are enrolled or intend to enroll in occupational, technical, and vocational programs or courses. Students who are eligible for supportive services are:
1. Students with an academic or economic need.
2. Students whose native language is other than English.
3. Students with a physical or mental learning disability. (Students who are designated as disabled, either physically or mentally, must present medical documentation). For additional information, please contact The Learning Center at the campus of your choice.

Student Complaints
Students who have a complaint concerning a course, an instructor or other staff should discuss the problem with the instructor first, then the appropriate administrator. If the student is still dissatisfied after this discussion, student should complete a formal, written inquiry/complaint form, available in the student services office at the campus of choice. Refer to the Student Code of Conduct in the WCCCD Student Handbook.

Credit for Pre-College Learning
Wayne County Community College District recognizes that many of our students come to us with a wealth of learning which was achieved through experiences outside a college classroom. The College sponsors several programs which are directed toward helping students convert those learning experiences into college credit that may be applied toward a certificate or degree. These include the Articulation Program, Credit by Examination, the College Level Examination, Credit for Experiential Learning and Credit for Specialized Experience. Contact the Campus Admissions Office.

Articulation Program
The Articulation Program is planned and operated cooperatively by the District and several secondary schools. Students who graduate from a participating school's vocational technical program may be eligible to receive college credit for competencies completed in high school.

Credit by Examination
Upon the recommendation of the academic officer, program director or a program committee, credit may be earned for some courses in the current catalog through special examination. Credit earned in this manner will satisfy degree and certificate requirements.
College Level Examination Program (CLEP)

The CLEP test is based on the premise that individuals acquire knowledge informally throughout their lives. The test allows them to convert this knowledge into college credit. This opportunity may be particularly useful to the occupational career student, adult student, and the student who did not graduate from high school but who has acquired some special expertise.

There are two types of CLEP tests available: the **General Examinations**, which measure knowledge in basic liberal arts areas (English composition, humanities, mathematics, and social science/history), and the **Subject Examinations**, which measure achievement in 37 specific college courses. When prior college credit has been earned on a formal basis in the subject area, no CLEP credit will be allowed. Credit is granted for tests with scores which rank at the 50th percentile or higher based on sophomore norms presented in tables of percentile ranks provided by the College Entrance Examination Board, which developed and standardized the CLEP test.

A maximum of one year of credit (30 semester hours) may be allowed for pre-college learning. This credit will apply toward WCCCD degrees and certificates. Most examinations are given once each month and may be taken by WCCCD students at the Counseling and Testing Bureau of Wayne State University. Descriptive brochures and applications are available at Wayne State University, 5050 Cass Avenue, Detroit, Michigan 48202.

Credit for Experiential Learning

If you wish to receive credit for learning you have achieved through experience but do not wish to use the CLEP or Credit by Examination programs, you may take advantage of our experiential learning program. To do this, you prepare a portfolio which includes the following information:

1. Courses you wish credit for
2. Learning goals that you have achieved
3. Documentation of the achievement of the learning goals

This portfolio is then reviewed by our faculty to determine if credit may be awarded. Several things about experiential learning are important to understand as you consider using this opportunity to earn credit. First, credit is granted for learning achieved from experience, not for the experience itself. In developing your portfolio, you will need to demonstrate that your experiences have helped you gain both theoretical and practical knowledge at the same level as you would have achieved by taking the course. Second, the process of developing a successful portfolio is as time consuming as taking a course. Therefore, we recommend that you consider this option only if you wish to receive credit for a group of courses. Credit for a single course is earned more efficiently through credit by examination or the CLEP program.

The fee for this service is an amount equal to half the normal tuition for the courses you are seeking credit in addition to a $10 fee for processing. The campus academic officer or program director can provide you with the directions and the forms necessary to receive credit for experiential learning.

Credit for Specialized Experience

Wayne County Community College District will grant four semester hours of credit, without fee payment, for Fire Academy, Police Academy, military, conscientious objector, Peace Corps, or Volunteers in Service to America (VISTA) service and experience, subject to the following stipulations:

1. Credit will be granted only for one of these training or service experiences.
2. Credit for military service will be granted only for active duty service of one year or more.
3. Credit for Fire and Police Academy experience will be granted only after completion of academy training, including one year of active duty with a public fire protection or law enforcement agency.
4. Credit for Peace Corps and VISTA experience will be granted only after completion of the appropriate tour of duty.
5. Credit for conscientious objector service will be granted only for those objectors who rendered service to the community as a result of their legally determined conscientious objector status.
6. This credit will not satisfy any part of the 15 credits at WCCCD required for graduation.
7. This credit is general elective credit and does not apply toward the fulfillment of any general education requirement for a degree.
8. This credit will be recorded on the student’s academic record, without grade, as follows:

- **COE 999** ........................................4 credits  
  Conscientious Objector Service  
- **EMS 999** ........................................4 credits  
  Emergency Medical Training  
- **FAE 999** .........................................4 credits  
  Fire Academy Experience  
- **MSE 999** .........................................4 credits  
  Military Service Experience  
- **PAE 999** .........................................4 credits  
  Police Academy Experience  
- **PCE 999** .........................................4 credits  
  Peace Corps Experience  
- **VSE 999** .........................................4 credits  
  VISTA Experience  

9. To obtain this credit, students must meet the following criteria:
   a. Be currently registered or have earned credit for at least one WCCCD credited course.
   b. Present official certificates to the Registrar attesting to the Fire Academy training (diploma or other official verification); military service (DD 214 preferred); or Peace Corps, VISTA, Police Academy, or Emergency Medical Training experience. Contact 313-496-2862 for further information.

Some tips that will ensure that you make an easy transition from the community college to the university setting include:

- Begin planning early – meet with a WCCCD advisor to investigate senior colleges and universities.
- Once you have selected a transfer institution, make contact with an advisor at that school, too.
- Make certain you understand the freshman and sophomore level requirements of your chosen university.
- If you are uncertain about where to attend upon completing your program at WCCCD, investigate college web sites, write for information about programs you are interested in, and/or plan a trip to one or more colleges to become familiar with their environment, faculty and programs.
- WCCCD hosts “College Night” programs where representatives from senior colleges and universities will be on-site to speak with students. Plan to attend one of these events.

### Transfer Support

The Office of Student Services on each campus can provide information about which WCCCD courses will transfer to universities in the area. It is the student’s responsibility to consult an academic adviser to plan a program of study based on the specific university and appropriate academic major. Academic advisers can help students select the right courses for transferring to a four-year institution or college.

### Macrao Transfer Student Agreement

Wayne County Community College District is a member of the Michigan Association of College Registrars and Admission Officers (MACRAO). Members of this association represent both two-year and four-year colleges who have worked together to formulate a transfer student agreement.

The MACRAO transfer student agreement ensures that a student who completes the MACRAO Common Core of general education courses at a participating two-year college will have satisfied such requirements at the participating four-year college.
1. The MACRAO Common Core of general courses includes the following:
   a. English Composition (6 semester hours).
   b. Natural Science/Mathematics (8 semester hours). At least one of the natural sciences must be a laboratory course.
   c. Social Science (8 semester hours). Courses must be taken in more than one academic discipline.
   d. Humanities (8 semester hours). Courses must be taken in more than one academic discipline.
2. The inclusion of specific courses within a given category is determined by WCCCD. In general, technical, vocational, development and enrichment courses will not be included in the MACRAO Common Core. Special circumstances may allow for select vocational course acceptance if agreed to by a participating four-year college. It is important for students wishing to take advantage of this agreement to work closely with an advisor at any WCCCD campus to insure that the courses they select fulfill the WCCCD general education requirements and are eligible for the MACRAO agreement.
3. WCCCD will evaluate a student’s transcript for completion of the MACRAO Transfer Agreement. A “MACRAO Transfer Agreement Satisfied” endorsement will be placed on the student’s transcript if the MACRAO Common Core has been fulfilled upon student request.
4. The four-year college will determine the transferability, equivalency, and applicability of the MACRAO Common Core courses in meeting additional baccalaureate requirements. No additional General Education Common Core courses will be required by the four-year college of any student who completes the associate of arts (A.A.) or associate of science (A.S.) degree. *According to the requirements of the MACRAO agreement.
5. Participating four-year colleges may require of all students additional graduation requirements beyond the 30 semester hours (45 quarter hours) satisfied by the MACRAO Common Core (i.e., competency, foreign languages, physical education, religion). Transfer students who complete the MACRAO Common Core will be expected to fulfill these same requirements.
6. In order to benefit from the MACRAO Transfer Agreement, a student must be eligible for admission to a four-year college. The attainment of an A.A. or A.S. degree is desirable for most prospective transfer students. Individual objectives and circumstances are best considered by allowing each student flexibility to determine the time of transfer.

**Waiver of Program Requirements**

When a student is preparing to register for the final semester of his or her program or degree and unable to complete the requirements because a course (1) has not been offered recently at any campus, and (2) is not offered for the upcoming semester or has been cancelled due to lack of enrollment, the student may petition the District to have the required course waived and a related course substituted. No course will be waived without the substitution of another course.

Petitions for a waiver of course requirement must be submitted within the first two weeks of the enrollment period for the semester in which the waiver is to apply, except in the case of cancelled classes. Students should go to the campus academic officer, campus Admissions and Records Office or Advising Office to initiate a petition to waive program requirements. The campus academic officer or program director has the final authority and some program requirements are absolute and cannot be waived. Nothing in this policy shall be construed to create an obligation on the part of the District to waive any program requirements.

**Campus Presidents Honor List**

Students completing 12 or more credits during the fall or spring semesters with a minimum grade point average of 3.5 are eligible to be recognized by the President of their respective campus.

**Graduation with Honors**

Students who complete degree requirements with exceptionally high scholastic averages are eligible to receive degrees with honors. Those who have earned a grade point average of 3.75-4.00 are eligible to be graduated summa cum laude; a grade point average of 3.50-3.74, magna cum laude; and a grade point
average of 3.25-3.49, cum laude. In computing the grade point average, all courses taken (with the exemption of developmental courses) at Wayne County Community College District are considered.

PLEASE NOTE: Spring grades, immediately prior to graduation, are not available and are not included in the calculation for honors.

Graduation
Prior to the semester in which the student intends to graduate, they must:
- Be officially admitted to the program or declare their major.
- Obtain and complete an application for graduation.
- Submit the completed form to the appropriate advisor or program director for review.

Students are expected to follow the program outlined in the catalog in effect at the time of admission to the college. After an enrollment break of two or more years, students must follow the program requirements of the catalog at the time of re-enrollment if the student did not complete all academic requirements before the break.

Note: The signature of an advisor or program director indicates the requirements have been reviewed with the student. It is the student's responsibility to coordinate all degree or certificate requirements for completion with the appropriate advisor or program director. The campus Admissions and Records Office will send a letter to the student acknowledging receipt of the application for graduation. If eligible, a letter is sent indicating that the student will be placed on the roster for the next graduation ceremony held in June of each year. If the student does not complete the requirements in the semester requested on the application, they must file another application in a subsequent semester. The student will receive a certificate or degree by mail once all financial obligations to the college have been fulfilled. Indication of the awarding of a degree/certificate will be recorded on the College transcript when it has been determined that all requirements have been satisfied. A replacement diploma will be provided for a fee.