Office of the Registrar: Information for Current Students
Indian Hills Community College

Procedure for Adding/Dropping a Course

Students may make schedule changes (add and/or drop classes) during the first five class days of the new term either on WebAdvisor or through the academic advisors.

Students dropping all their classes must do this through an academic advisor.

No drops with refund can be made to a student’s schedule after the first eight class days.

No student can enroll for the new term after the fifth class day of the new term. Academic Success Center courses are the exception.

Students may drop with grade “W” from classes through the tenth (10th) week of the term and will receive a “W” (withdrawal) on their transcripts.

The procedure to add/drop or withdraw must be completed within two days of the first notification to the department official.

The procedure is as follows:

1. Obtain and complete the Add/Drop/Withdrawal form at the OneStop Student Service Center. Student’s signature is required.

2. If the schedule change increases credit hour load, report to the Business Office for payment of any additional tuition and fees.

3. If the schedule change decreases credit hour load and a refund is due, the Business Office will issue a refund check within four weeks of the withdrawal date. Failure to follow these procedures in withdrawing or dropping from a course will result in a grade of “F” for the course. Students withdrawing from college are required to obtain and complete withdrawal papers. Completion of proper procedures ensures the student will not receive failing grades for all courses during the term of withdrawal. Withdrawal papers may be obtained from the department offices.
Grading at Indian Hills Community College

Indian Hills Community College uses a 4 point system for determining grades.

Letter grades and their numerical values are:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

Other grade symbols:

You may see other letters on your grade report. Letters and their meanings are:

- I = Incomplete
- J = Grade reported next term
- L = Credit for prior education
- M = Approved high school articulation credit
- N = Audit, no credit
- O = Academic Renewal
- P = Pass
- R = Repeated, no credit
- T = Credit by examination
- V = Withdrawal to military
- W = Withdrawal
- X = Course repeated, no credit

All indicated prerequisites must be successfully completed with a passing grade to satisfy course requirements.
Auditing a Course

Students may be allowed to audit certain courses.

Students who audit will not be held responsible for lesson assignments or tests and will not receive credit for the course.

A student should indicate a course is being audited during registration. Tuition for courses audited is charged at the normal credit hour rate.

Registration for a course may be changed from audit to credit or from credit to audit at any time prior to midterm with permission from the instructor.

Academic Probation

A student is considered to be on academic probation when his/her grade point average for a term of enrollment falls below 2.0.

Minimum satisfactory scholastic achievement is represented by a 2.0 grade point average each term of enrollment. Students who fall below this level will be placed on academic probation for the following term.

Students who fail to achieve a 2.0 GPA during their probationary term may then be dismissed from their current program or from the college.

Students not dismissed must have permission from their department chair and from the Registrar to re-enroll for the next term.

Very poor work in any term, however, may result in dismissal at the close of that term.

**NOTE:** To graduate, a student must achieve a 2.0 cumulative grade point average as well as complying with all other academic requirements.

Contact

For more information regarding any of these issues, please contact the Office of the Registrar:

**phone:** (641) 683-5262 or (800) 726-2585, ext. 5262
**email:** registrar@indianhills.edu