

## Part 6 - Policies

Before you're done with our orientation, I want to make sure you're familiar with a few of Palo Verde College's important policies.

First, PVC does use the traditional A-F letter grade system, but there are some other grades to be aware of. Some classes can be taken as Pass/No pass. The units earned in these courses count towards your programs requirements and total units, but there are no grade points assigned, so the class will not affect your GPA.

An 'I' grade stands for 'Incomplete'. If circumstances, such as an emergency, prevent a student from completing their academic work by the end of the course, they may receive an Incomplete. The work must be completed in order to receive a standard letter grade.

Each term has an official "drop deadline", and you may withdraw from any class prior to this date. The deadline will be published in your Student Handbook and on the PVC website. Keep in mind that students who withdraw an excessive number of times are subject to probation and dismissal.

Students are expected to maintain a GPA of at least 2.0 and to complete at least 51% of the units that they attempt. Students who fail to meet this standard will be placed on probation.

The college catalog is published annually and can be found online. It contains info like policies, regulations,

requirements, and program descriptions. It contains specific program information related required classes. The catalog is important because it states the agreement between you, as the student, and the college. It specifies the criteria you must meet in order to earn your degree or certificate. It is important to understand your "catalog rights" and what that means to you as a student.

There are important dates throughout the semester for you to be aware of, such as deadlines to add, drop, or withdraw from a class, pass/no pass registration, or fee due dates. All of the dates you need to be aware of can be found in the Palo Verde Student Handbook or on the PVC website.

The schedule of classes is different from the college catalog. While the catalog contains info on everything from the school's history to academic requirements, the Schedule of Classes feature details for a specific term, dates of registration, and available courses. You may go to PVC Services and click on Search for Sections to see what courses PVC is offering for the current semester.