

Academic Standards and Practices Handbook

Grading Guidelines**Roles and Responsibilities**

- **Students** shall be responsible for reading about and selecting a grading system option for each class they take at PCC as a condition of completing their registration for classes either on-line or in-person.
- **Students** shall be responsible for ensuring the accuracy of their final grades on their **Academic Transcripts**.
- **Students** shall be responsible for reading about and making any permitted changes to their grading system option selection subsequent to their registration.
- **Students** receiving financial aid should consult a **Financial Aid Advisor** prior to taking any steps described herein.
- **Faculty** inform **Students** regarding their standing in class, existing petition processes for extraordinary situations, and refer **Students** to other appropriate advisors for issues outside the classroom related to tuition, financial aid, and graduation.
- **Faculty** record earned grades for **Students** according to each **Student's** choice as described herein.
- **Subject Area Committees** may specify whether a specific grade system option is available for each course in its domain.

Traditional Graded System

- The traditional grade system uses **A, B, C, D, and F**, as defined under “Grade Definitions.”
- If available, **Students** may select this grade system option at registration or change to this grade system option at any time during the first 80% of a course's term by completing the approved registration process.
- **Subject Area Committees** may specify whether this grade system option is unavailable for each course in its control.
- Degree or certificate requirements may only allow specific grade system options.

Pass/No Pass System

- This grade system uses **P** and **NP** as defined under “Grade Definitions.”
- **Transfer Students** should be aware that four-year institutions limit the number of pass/no pass credits that may be applied to a degree and frequently recalculate the **Student's** grade point average by weighting each **P** as if it were a **C** or **D** and each **NP** as if it were an **F** from the traditional graded system.
- If available, **Students** may select this grade system option at registration or change to this grade system option at any time during the first 80% of a course's term by completing the approved registration process.
- **Subject Area Committees** may specify whether this grade system option is unavailable for each course in its control.
- Degree or certificate requirements may only allow specific grade system options.

Attendance

- **Students** are expected to attend all classes in which they are enrolled.
- Repeated absences will affect a **Student's** grade.
- **Students** are responsible for dropping or withdrawing from registered classes by completing the official drop/withdraw process.
- **Students** who stop attending and who fail to drop or withdraw from a class by the published deadlines may earn a grade of **F** or **NP** according to the grade system option selected by the **Student**.
- **Students** having excessive absences and who fail to drop or withdraw from a class by the published deadlines may earn a grade of **F** or **NP** according to the grade system option selected by the **Student**.
- **Faculty** must record the last date attended for **Students** that earn an **F** or **NP**.
- By the end of the second week of the term, **Faculty** are required to assign a mark of **NS** (see "Marks") and deny access to any **Students** that do not attend during the first two weeks of the term.
- **Faculty** may assign a mark of **NS** (see "Marks") and deny access to any registered **Students** if they do not attend the first class session.
- **Students** that fail to attend or stop attending classes and fail to drop them within the published drop deadlines will be responsible for the associated tuition and fees.

Grade Definitions

A Superior

- Honor grade indicating excellence.
- Earned as a result of a combination of some or all of the following as outlined by the **Instructor** in the course handout: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance.
- Probable success in a field relating to the subject or probable continued success in sequential courses.

B Above average

- Honor grade indicating competence.
- Earned as a result of a combination of some or all of the following as outlined by the **Instructor** in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance.
- Probable continued success in sequential courses.

C Average

- Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the **Instructor** in the course handout: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance.
- Sufficient evidence of ability to warrant entering sequential courses.

D Substandard but receiving credit

- Substandard grade indicating the **Student** has met only minimum requirements as outlined by the **Instructor** in the course handout.
- Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, irregular attendance, insufficient evidence of ability to make advisable the enrollment in sequential courses.
- Does not satisfy requirements for entry into courses where prerequisites are specified.

F Failure

- Non-passing grade indicating failure to meet minimum requirements as defined by the **Instructor** in the course handout earned as a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills, and repeated absence from class.
- Does not satisfy requirements for entry into courses where prerequisites are specified.
- **Faculty** must record the last date attended for **Students** that earn an **F**.

P Pass

- Acceptable performance.
- A grade of **P** represents satisfactory achievement which would have been graded **C** or better under the traditional grading system.
- The **P** grade is disregarded in the computation of the PCC grade point average.
- This grade is available only when a **Student** has selected the pass/no pass grade system option during the first 80% of a course's term.

NP No Pass

- Unacceptable performance.
- A grade of **NP** represents unsatisfactory achievement which would have been graded **D** or lower under the traditional grading system.
- The **NP** grade is disregarded in the computation of the grade point average.
- **Faculty** must record the last date attended for **Students** that earn an **NP**.
- This grade is available only when a **Student** has selected the pass/no pass grade system option during the first 80% of a course's term.

Mark Definitions

SC Satisfactory completion

The mark used when a **Student** satisfactorily completes continuing education units (CEUs).

NSC Not satisfactory completion

The mark used when a **Student** does not satisfactorily complete continuing education units (CEUs).

I Incomplete

- At the time final course grades are recorded, the **Instructor** may, with the consent of the **Student**, record an “**I**” mark and grant additional time for the completion of a minor but essential requirement for the **Student** who is otherwise making satisfactory progress.
- This shall only be done by signed written agreement with a requesting **Student** and a copy shall be left on file with the division administrative staff.
- Such written agreements shall describe the missing requirement, the basis for the requirement's evaluation, the affect on the final grade computation and the completion date (within one year) for that requirement.
- If no replacement grade for an “**I**” mark shall have been provided by the course **Instructor** within one calendar year, the “**I**” mark shall automatically be changed to and “**F**” or “**NP**” depending on the grade system option (chosen by the **Student**) in affect at the time the “**I**” mark was originally recorded.

- This mark does not entitle the **Student** to repeat a course without paying tuition.
- It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

W Withdrawal

- This mark is to be used only by the **Student Records Office** when a **Student** has completed the official withdraw process prior to the completion of 80% of the course's term.

CIPR Course in Progress, Re-Register

- A mark used only for designated classes.
- To receive credit, **Students** must re-register because equipment usage is required.
- This may include courses in modular or self-paced programs.
- This mark may also be used in a skills based course to indicate that the **Student** has not attained the skills required to advance to the next level.
- If the course is not completed within a year, the **CIPR** changes to an **AUD** (Audit) on the transcript unless the course was repeated and a grade earned.

CIP Course in Progress

- A mark used only for designated classes in modular or self-paced programs that do not conform to the normal academic calendar.
- If the course is not completed within a year, the **CIP** changes to a **F** or **NP** (No Pass) (based on the **Student's** prior grade option choice) on the transcript unless the course was repeated and a grade earned.
- A **Student** does not need to re-register for the course.

AUD Audit

- This mark may be used only by **Registration**.
- The **AUD** mark, when allowed, permits a **Student** to attend a course without receiving a grade or credit for the course even though tuition and fees must be paid.
- To be assigned an **AUD** mark, a **Student** must obtain permission from their **Instructor** and notify **Registration** prior to the published drop deadlines.
- **Subject Area Committees** may specify whether this mark is available for each course in its control.
- Does not satisfy requirements for entry into courses where prerequisites are specified.

NS No Show

- This mark is assigned by **Faculty** within the first two weeks of a term to indicate that a **Student** has *never attended class*.
- **Students** who fail to drop or withdraw before the completion of 80% of a course's term will earn a grade of **F** or **NP** according to the grade system option selected by the **Student** at registration.

R Repeated

- This mark may be used only by **Registration**. See “Repeated Courses.”

Transcript Miscellany

Repeated Courses

- All grades earned will appear on the transcript.
- Courses with grades of **D**, **F**, and **NP**, or marks of **I**, **CIP**, and **CIPR** may be repeated for a higher grade.
- The first earned grade of **C**, **P**, or better will count in the accumulated credit total.

Computing Grade Point Averages

- Grade points are computed on the basis of four points for each credit of **A**, three points for each credit of **B**, two points for each credit of **C**, one point for each credit of **D**, and zero points for each credit of **F**.
- Grades of **P** and **NP** and marks of **SC**, **NSC**, **I**, **W**, **X** (no longer available for use), **CIP**, **CIPR**, **R**, **NS**, and **AUD** are disregarded in the computation of the grade point average.
- The grade point average is the quotient of the total points divided by the total credits in which **A**, **B**, **C**, **D**, and **F** are received.

Grade Changes

- All grade change requests must be submitted by the **Instructor** within one year of the end of the course, including grade changes made as a result of resolving a disputed grade.
- If a grade dispute cannot be resolved with the **Instructor**, the **Student** may follow the student grievance or complaint procedures.

Withdrawal

- Prior to the published drop deadlines, **Students** shall be able to drop any registered class by completing the official drop/withdraw process.

- Such action by the **Student** shall result in no charges for the course or courses (or reimbursement if charges have already been paid); the course or courses shall be removed from their transcript.
- Between the published drop deadline and the completion of 80% of a course's term, **Students** shall be able to withdraw from any registered class by completing the official drop/withdraw process.
- This action shall result in a grade of **W** appearing for the course or courses on the transcript.
- **Students** must withdraw before the completion of 80% of a course's term, or a grade will be assigned by the **Instructor**.

Time periods referring to “**published drop deadlines**” are different for each term.

Time periods referring to “**80% of a course's term**” apply to the portion of the term devoted to presentation of course material and do not include additional time designated "finals week".

Approved June 2009

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