

ADMINISTRATIVE PROCEDURES

Chapter 4 Academic Affairs

4230

AP 4230 Grading and Academic Record Symbols

NOTE: This procedure is legally required. Local practice may be inserted here, but must comply with Title 5:

Monterey Peninsula College uses the following symbols to report student progress:

Evaluative Grading Symbols

- **A** - Excellent
- **B** - Good
- **C** - Satisfactory
- **D** - Passing, less than satisfactory
- **F** - Failing
- **Pass (P)** - A “P” grade indicates completion of work with a grade of “C” or better. “P” does not affect a student’s grade point average. A maximum of 20 units of “P” may be applied towards the associate degree. Departments may require majors to obtain letter grades in all courses specifically required for that major, provided the letter grade option exists. For courses that may be taken as either P/NP or for a letter grade, students must choose which option they want at the time of registration. Changes must be made before the deadline specified for the course. No changes are permitted after the deadline.
- **No Pass (NP)** - A “NP” grade indicates completion of work with a grade of “D” or “F.” “NP” does not affect a student’s grade point average. However, the course in which an “NP” grade is earned will not apply towards graduation, and the grade shall be considered in probation and dismissal procedures. For courses that may be taken as either P/NP or for a letter grade, students must choose which option they want at the time of registration. Changes must be made before the deadline specified for the course. No changes are permitted after the deadline.

Non-evaluative Grading Symbols

- **Incomplete (I)** - An Incomplete (“I”) grade may be assigned by an instructor only when a student has failed to complete course work at the end of the term for unforeseeable,

ADMINISTRATIVE PROCEDURES

emergency, and justifiable reasons. MPC defines the end of the term as being after the last date to drop with a “W” grade. The condition for removal of the “I” will be stated on a written form by the instructor and signed by both the student and the instructor. The grade to be assigned, if the conditions are not met, also must be indicated and will be changed on the student’s record if the work is not completed within one year. A copy of the form must be given to the student by the instructor with the original on file at the Admissions and Records Office. The incomplete form must be received in Admissions and Records no later than two weeks after the end of the course. A final grade may be assigned by the instructor within one year when the work stipulated has been completed and evaluated. A Change of Grade Form must be submitted by the instructor to the Admissions and Records Office. Students must complete the coursework within one year and may not register for the course in order to make up the incomplete work. The “I” grade is not used in calculating a grade point average but is used as a factor in determining progress probation and progress dismissal status.

- **In Progress (IP)** - An In Progress (“IP”) grade denotes that the class extends beyond the normal end of the academic semester/session and that the assignment of a grade must await completion of the course. The “IP” will remain on the student’s record in order to satisfy enrollment documentation. The appropriate grade and units will be assigned when the course has ended. The “IP” grade is not used in calculating the grade point average or probation and dismissal status.
- **Report Delayed (RD)** - A Report Delayed (“RD”) grade denotes a delay in reporting the grade of a student due to circumstances beyond the control of the student. “RD” is a temporary notation and will be replaced by a permanent symbol as soon as possible. “RD” is not used in calculating the grade point average.
- **Military Withdrawal (MW)** - A “MW” grade will be assigned, upon verification of such orders, only to students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. “MW” will not be counted in progress probation and dismissal calculations.
- **Withdrawal (W)** - Withdrawal from a class or classes is authorized through the last day of the 14th week or 75% of instruction, whichever is earlier, for semester-length classes or 60% of a short-term class. No notation (“W” or other) will be made on the academic record of the student who withdraws during the first two weeks of full-term classes or 20% of a short-term class. Withdrawal after this period and up to the 14th week or 75% of instruction, whichever is earlier, for semester-length classes or 60% of a short-term class will be recorded as a “W” on the student’s record. A student who remains in a class beyond this period must receive an evaluative grade, unless an exception is made by the Academic Council when a student petition demonstrates that the withdrawal is beyond the student’s control, such as illness, accident, or other circumstances. Prior to the drop

ADMINISTRATIVE PROCEDURES

deadline for a class, a student may initiate a withdrawal for any reason. An instructor may initiate a withdrawal when the student is failing to meet course attendance requirements, resulting in unsatisfactory progress. The “W” will not be used in calculating grade point averages, but excessive “W” grades are used as factors in progress probation and progress dismissal.

- **Excused Withdrawal (EW)** - The purpose of the EW non-evaluative symbol is to permit a student to withdraw from a course for reasons beyond their control. An EW is permissible when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:
 - job transfer outside the geographical region;
 - illness in the family where the student is the primary caregiver;
 - an incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer);
 - the student is the subject of an immigration action;
 - death of an immediate family member;
 - chronic or acute illness;
 - verifiable accidents; or
 - natural disasters directly affecting the student.

Students seeking an EW symbol must petition the Academic Council and provide documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. A student may petition to request an EW for one or more courses in a term depending on the reason for the request.

Once a student has withdrawn from a course they may petition for an EW. Petition forms are available from Admissions & Records and the MPC website. Students may petition to retroactively change a standard W to an EW for any course taken during spring 2018 or later. Courses taken prior to spring 2018 are not eligible to be petitioned. Courses for which a student has received a grade, rather than a withdrawal, are also not eligible for an EW petition. When either a W or EW symbol is noted, a refund is not permitted for the course(s).

Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. However, the financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

ADMINISTRATIVE PROCEDURES

Grade Point Average (GPA)

A grade point average (GPA) is a computation based on the value of the letter grade (A-F) for each course, the number of units associated with each course, and the total number of units attempted.

<u>Letter Grade</u>	<u>Grade Points per unit</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

The semester GPA (grade point average) is calculated by dividing the total number of grade points earned in that semester by the total number of units attempted in letter-graded courses for that semester.

The cumulative GPA (grade point average) is calculated by dividing the total number of grade points earned by the total number of units attempted in letter-graded courses.

See Board Policy BP 4230 - Grading and Academic Record Symbols

References: *Title 5 Sections 55023 and 55024*

President's Cabinet Approved: TBD