

Grades & Grading Policies

Academic Record Symbols

Evaluative Symbols

Symbol	Definition	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Less than satisfactory	1.0
F	Failing	0.0
P	Passing (at least satisfactory)	
NP	No Pass (less than satisfactory or failing)	
SP	Satisfactory Progress - Noncredit courses only	

Pass/No Pass

Courses may be offered in either or both of the following categories:

- ▶ Courses in which all students are evaluated on a "pass/no pass" (P/NP) basis.
- ▶ Courses in which each student may elect at the time of registration, or until the last day of instruction by submitting a petition to the Admissions and Records Office, to take the course on a "pass-no pass" (P/NP) basis.

A student electing to be evaluated on the P/NP basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "P" and "NP" are omitted.

A passing ("P") grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a no pass (NP) grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

In the progress probation and dismissal procedures, "NP" grades are punitive. (See Academic & Progress Probation.)

Non-Evaluative Symbols

Symbol	Definition
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
EW	Excused Withdrawal
MW	Military Withdrawal

Incomplete (I)

The "I" symbol may be used to denote incomplete academic work due to unforeseeable, emergency, and justifiable reasons. This option is available at the end of the term, but only after the seventy-five (75) percent or withdrawal (W) deadline of a course has passed. The student must demonstrate active participation and completion of required coursework up to the aforementioned threshold to be eligible for consideration.

The following documentation shall be maintained by Admissions and Records:

- ▶ The condition for the removal of the "I" symbol shall be stated by the instructor.
- ▶ The letter grade to be assigned when the stipulated work has been completed and/or the letter grade to be assigned if the work has not been completed within the designated time limit.

The "I" symbol may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating grade point average.

In Progress (IP)

The "IP" symbol shall be used only in courses that extend beyond the normal end of an academic term. It indicates that work is "in progress" but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. If a student enrolled in an "open-entry/open-exit" course is assigned an "IP" and does not re-enroll in the course during the subsequent term or session, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student's permanent record for the course.

The "I" symbol shall not be used in calculating grade point average.

Report Delayed (RD)

The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student's due to circumstances beyond the control of a student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

The "RD" symbol shall not be used in calculating grade point average.

Withdrawal (W)

The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 section 55024. Withdrawal from a class or classes shall be authorized by the following condition:

- ▶ Students who withdraw from class between ten (10) percent and seventy-five (75) percent (see college calendar) of the course will have a "W" entered on their permanent record.

Grades & Grading Policies

The "W" symbol shall not be used in calculating grade point average.

Excessive "W's" shall be used as factors in academic notice and separation procedures (section 55024 of Title 5 of the California Code of Regulations).

Excused Withdrawal (EW)

The "EW" symbol may be used to denote the withdrawal in accordance with Title 5 section 55024. An excused withdrawal "EW" occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s).

This grade shall not be counted in progress notice and progress separation calculations nor shall it be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

The "EW" symbol shall not be used in calculating grade point average.

Military Withdrawal (MW)

Military withdrawal denotes withdrawal without penalty. This grade is not considered for progress notice. This grade is used when an active duty military or reservist has received orders to transfer as in accordance with section 55024 of Title 5 of the California Code of Regulations.

Grade Point Average

Grade point average, otherwise known as GPA, has important and far-reaching effects on a student's academic standing. Therefore, students should know how to calculate their GPA.

Calculating GPA

1. Add the total number of *graded units completed* (A, B, C, D, or F). **Note:** Courses offered or taken on a pass/no pass (P/NP) basis do not influence a student's GPA, but they may affect their financial aid.
2. Calculate the total number of *grade points* by multiplying the number of units the course is worth by the corresponding number of grade points earned as dictated by the grade received (reference the Evaluative Symbol table above). For example, a "C" in a 5-unit math course would be **5 (number of units) x 2 (grade points for "C" grade) = 10 points**
3. Continue in this manner for all letter-graded courses taken. Then add those numbers to get the total number of grade points completed.
4. The final step in calculating the GPA is to divide the total number of *grade points* by the total *letter-graded units*.

Example:

Course	Units	Grade	Grade Points
HIST 110	3.0	C	(3 x 2.0 =) 6.0
MATH 105	3.0	B	(3 x 3.0 =) 9.0
BIO 111	3.0	C	(3 x 2.0 =) 6.0
BIO 111L	1.0	D	(1 x 1.0 =) 1.0
CS 101	3.0	P	

Total letter-graded units = 10*

Total grade points = 22

22 (grade points) divided by 10 (letter-graded units) = 2.2 GPA

*Note: CS 101 is not included in the GPA because it was taken P/NP.

Grade Changes

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code §76224(a): "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When challenging a grade assigned by an instructor, the burden of proof is on the student to provide evidence of mistake, fraud, bad faith, or incompetence.

The removal or change of an incorrect grade from a student's record shall be done pursuant to California Education Code §76232 or by an alternative method that ensures each student shall be afforded an objective and reasonable review of the requested grade change. Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has submitted official transcripts that included the original grade.

Definition of Terms

- ▶ **Mistake**—An unintentional error such as a clerical error or an error made by the instructor in calculating a student's grade
- ▶ **Fraud**—A deliberate misrepresentation of the truth in order to secure unfair or unlawful gain
- ▶ **Bad faith**—An intentional or malicious act that infringes on the rights of someone else
- ▶ **Incompetence**—A lack of ability, qualification, fitness, or performance
- ▶ **Evaluative symbols**—A, B, C, D, F, P, NP, SP
- ▶ **Nonevaluative symbols**—I, IP, RD, W, EW, MW

Requesting a Change from an Evaluative Symbol to Another Evaluative Symbol

1. Students requesting a grade change from one evaluative symbol to another should first attempt to discuss the request informally with the instructor—in person or by email—within sixty (60) instructional days (excluding weekends and holidays) of the date when official grades are posted. If contact with the instructor is not possible because the instructor is not available, the student has filed a discrimination complaint, or the district determines there may have been gross misconduct by the original instructor, then the student should make initial contact with the appropriate department chair—in person or by email—within sixty (60) instructional days (excluding weekends

and holidays) of the date when official grades are posted to discuss the grade-change request.

2. If the student's grade-change request is not resolved satisfactorily by contacting the instructor, the student should contact the appropriate department chair—in person or by email—within ten (10) instructional days (excluding weekends and holidays) after the student's discussion with the instructor. The department chair or their designee will investigate and address the student's request by email or letter within ten (10) instructional days.
3. If the student wishes to appeal the finding of the department chair or their designee, the student must make a request by email or by letter to the Academic Senate president within ten (10) instructional days (excluding weekends and holidays) of receipt of the department chair's or their designee's written notification.
 - ▶ Wherever possible, the instructor who first awarded the grade will be apprised of all evidence and given every opportunity to rebut the evidence or to submit a voluntary change of grade prior to the Academic Senate president's final decision.
 - ▶ In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Academic Senate president in consultation with the superintendent/president. In all cases, the instructor who first awarded the grade will be given written notice of the change.
4. The Academic Senate president will notify the student of a final decision within thirty (30) instructional days (excluding weekends and holidays) of receiving the appeal. If the Academic Senate president is directly involved in the grade-change request, then another full-time Academic Senate Council member will be chosen by lot to address and respond to the appeal in writing.
5. The written notification of the Academic Senate president's final decision will be copied to the superintendent/president in cases where no grade change is recommended.

Students and instructors wishing to change a grade after sixty (60) instructional days (excluding weekends and holidays) of the date when official grades are posted must submit their request in writing to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on Exceptions will consult with the instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor and chair of the Committee on Exceptions.

Requesting a Change from an Evaluative Symbol to a Nonevaluative Symbol

Students who request a grade change from an evaluative symbol to a "W" (Withdrawal) or "NR" (No Record) or from a "W" to an "EW" (Excused Withdrawal) must submit their request to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on Exceptions will consult with the

instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor and chair of the Committee on Exceptions.

A student who requests a change from any grade to a Military Withdrawal (MW) must submit proof of orders compelling a withdrawal of courses to the Director of Admissions and Records. (Please refer to Administrative Procedure 5075.)

Requesting a Change from a Nonevaluative Symbol to an Evaluative Symbol

Changes of "I" (Incomplete) to an evaluative grade are based on criteria identified by the instructor in the "Petition for Incomplete Grade" signed by both the instructor and the student when the "I" was issued. The agreed upon criteria must be satisfied no later than one year following the end of the term in which the "I" was assigned. The student, with the instructor's concurrence that extenuating circumstances prevented the student from satisfying the criteria within the time limit, may request an extension of the time limit by petitioning the Committee on Exceptions.

(Sources: M CCD Board Policy/Administrative Procedure 4230; M CCD Board Policy/Administrative Procedure 4231; M CCD Administrative Procedure 4232; M CCD Board Policy/Administrative Procedure 4235. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)