

# GRADING GUIDELINES

## ROLES AND RESPONSIBILITIES

1. 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.
2. Students shall be responsible for ensuring the accuracy of their final grades on their Academic Transcripts.
3. Students shall be responsible for reading about and making any permitted changes to their grading system option subsequent to their registration.
4. Students receiving financial aid should consult a Financial Aid Advisor prior to taking any steps described herein.
5. Faculty inform students regarding their standing in class and 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.
6. Faculty record earned grades for Students according to each Student's choice as described herein.
7. Subject Area Committees (SAC) may specify whether a specific grade system option is available for each course in its domain.

## TRADITIONAL GRADING SYSTEM

1. The traditional grade system uses A, B, C, D, and F, as defined under "Grade Definitions."
2. 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.
3. SACs may specify whether this grade system option is unavailable for each course in its control.
4. Degree or certificate requirements may only allow specific grade system options.

## PASS/NO PASS SYSTEM

1. This grade system uses P and NP as defined under "Grade Definitions."
2. 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.
3. 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.
4. SACs may specify whether this grade system option is unavailable for each course in its control.
5. Degree or certificate requirements may only allow specific grade system options.

## ATTENDANCE

1. Students are expected to attend all classes in which they are enrolled.
2. Repeated absences will affect a student's grade.
3. Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdrawal process.
4. Students who stop attending and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student.
5. Students having excessive absences and who fail to drop or withdraw from a class by the published deadline may earn a

- grade of F or NP according to the grade system option selected by the Student.
6. Faculty must record the last date attended for students that earn an F or NP.
  7. Faculty may assign a mark of NS (see "Marks") and deny access to students who do not attend the first class session. These Students will be dropped by Registration.
  8. Faculty may assign a mark of NS (see "Marks") and deny access to Students who do not attend by the published drop deadline. These Students will be dropped by Registration.
  9. Students who fail to attend or stop attending classes and fail to drop those classes by the published drop deadline will be responsible for the associated tuition and fees.

## GRADE DEFINITIONS

### A SUPERIOR

1. Honor grade indicating excellence.
2. 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.
3. Probable success in a field relating to the subject or probable continued success in sequential courses.

### B ABOVE AVERAGE

1. Honor grade indicating competence.
2. 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.
3. Probable continued success in sequential courses.

### C AVERAGE

1. 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.
2. Sufficient evidence of ability to warrant entering sequential courses.

### D SUBSTANDARD BUT RECEIVING CREDIT

1. Substandard grade indicating the Student has met only minimum requirements as outlined by the Instructor in the course handout.
2. 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.
3. Does not satisfy requirements for entry into courses where prerequisites are specified.

### F FAILURE

1. 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.
2. Does not satisfy requirements for entry into courses where prerequisites are specified.

3. Faculty must record the last date attended for students that earn an F.

**P PASS**

1. Acceptable performance.
2. A grade of P represents satisfactory achievement which would have been graded C or better under the traditional grading system.
3. The P grade is disregarded in the computation of the PCC grade point average.
4. 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**

1. Unacceptable performance.
2. A grade of NP represents unsatisfactory achievement which would have been graded D or lower under the traditional grading system.
3. The NP grade is disregarded in the computation of the grade point average.
4. Faculty must record the last date attended for students that earn an NP.
5. 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**

1. 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.
2. 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.
3. Such written agreements shall describe the missing requirement, the basis for the requirement's evaluation, the effect on the final grade computation, and the completion date (within one year) for that requirement.
4. 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 effect at the time the "I" mark was originally recorded.
5. This mark does not entitle the student to repeat a course without paying tuition.
6. It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

**W WITHDRAWAL**

1. This mark is to be used only by the Student Records Office when a Student has completed the official withdrawal process after the published drop deadline and before the published withdrawal deadline.

**CIPR COURSE IN PROGRESS, RE-REGISTER**

1. A mark used only for designated classes.
2. To receive credit, Students must re-register because equipment usage is required.
3. This may include courses in modular or self-paced programs.
4. 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.
5. 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**

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

**AUD AUDIT**

1. This mark may be used only by Registration.
2. 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.
3. To be assigned an AUD mark, a Student must obtain permission from their Instructor and notify Registration prior to the published drop deadlines.
4. SACs may specify whether this mark is available for each course in its control.
5. Does not satisfy requirements for entry into courses where prerequisites are specified.

**NS NO SHOW**

1. This mark is assigned by faculty before the published drop deadlines to indicate that a student has never attended class. These students will be dropped by Registration.
2. If Faculty fail to assign an NS mark to Students who never attend class, and if those Students fail to drop or withdraw before the published deadlines, then they will earn a grade of F or NP according to the grading system option selected by the student at the time of registration.

**R REPEATED**

1. This mark may be used only by Registration. See "Repeated Courses."

**TRANSCRIPT MISCELLANY****REPEATED COURSES**

1. All grades earned will appear on the transcript.
2. The most recent grade earned for a course will be calculated into the GPA and the total credits earned; all other grades earned for that course will be excluded from the GPA and the credits earned. If a course can be taken more than once for credit, the oldest grade for that course will be excluded only when the repeat limit is exceeded.

**COMPUTING GRADE POINT AVERAGES**

1. 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.

2. 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.
3. 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**

1. 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.
2. If a grade dispute cannot be resolved with the Instructor, the Student may follow the student grievance or complaint process.
3. If the Instructor is no longer employed by PCC and, following a good faith effort to contact the Instructor, the Instructor is not available for consultation, grade changes can be made by the appropriate Division Dean providing there is sufficient evidence to make the change.

**WITHDRAWAL**

1. Prior to the published drop deadlines, Student shall be able to drop any registered class by completing the official drop/withdrawal process.
2. 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.
3. Students shall be able to withdraw from any registered class by completing the official drop/withdrawal process before the published withdrawal deadline.
4. This action shall result in a grade of W appearing for the course or courses on the transcript.
5. Students must withdraw before the published withdrawal deadline or a grade will be assigned by the instructor.

Time periods referring to "published drop deadlines" and "published withdrawal deadlines" are different for each term.