

# ACADEMIC POLICIES

## Grading

As defined in Administrative Procedure 4230 - Grading and Academic Record Symbols, the following symbols are used to record student progress:

### Evaluative Grading Symbols

Symbol	Definition
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than satisfactory
F	Failing
P	Pass (at least satisfactory ("C" or better))
NP	No Pass (less than satisfactory ("D" or "F"))

### Non-evaluative Grading Symbols

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

### Noncredit

Symbol	Definition
P	Pass (Satisfactory completion of a course)
NP	No Pass (Did not complete the course satisfactorily)

## Expanded Definitions

**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.

**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, 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 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 "extenuating circumstances." Extenuating circumstances are cases of accidents, illnesses, or other circumstances beyond the control

of the student. A student may petition to request an EW for one or more courses in a term when EWs are an option. The option for EW symbol began in spring 2018, and previous semesters are not eligible to receive an EW symbol. Classes taken spring 2018 through fall 2019 are no longer able to receive EW symbol. Students seeking an EW symbol for classes taken spring 2020 through spring 2023 (classified as pandemic years) must petition the Academic Council for an excused withdrawal no later than the last day of the spring 2025 semester.

Beginning in summer 2023, once a student has withdrawn from a course, they may request an EW. Request forms are available from Admissions & Records and the MPC website. The request form must be submitted by the last day of class.

Courses for which a student has received a grade, rather than a withdrawal, are not eligible for an EW petition. When a W or EW symbol is noted, a refund is not permitted for the course(s). The EW is a permanent change of grade on the student's transcript and cannot be reversed.

Excused Withdrawal 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, a student's financial aid may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

## Grading Option

Monterey Peninsula College offers:

- some courses solely on the standard letter (A-F) grade (see page 24 for grading definitions) basis;
- some courses solely on the pass/no pass (P/NP) grade basis;
- some courses in which the student may choose to complete the course on either a letter grade or a pass/no pass (LG-P/NP) grade basis.

Offering courses for pass/no pass grades provides students with the opportunity to explore areas outside their current interest without undue concern for their grade point average. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual student. Pass/no pass grading enables students to enroll in courses on a pass/no pass basis to improve basic skills; to provide educational opportunities to pursue studies not in the major field; and to explore general education. Each department determines the courses it will designate for pass/no pass grading.

For courses taught with the option of either a letter grade or a P/NP grade, students must select their preference at the time of registration. This option may be updated or changed before the last day of instruction for the course, as long as grades have not been posted. All courses numbered 300 and above are always offered on the P/NP option, if graded.

## 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.

Letter Grade	Grade Points per unit
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.

## Scholastic Honors

Monterey Peninsula College sponsors Chi Chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society, National Society of Leadership and Success, and Phi Theta Kappa, the International Honor Society for community college students. Eligibility for initial, temporary, continuing, and permanent memberships depends on scholastic performance, cumulatively and by semesters.

### Deans List

The Dean's List is an academic honor transcribed to the student's record at the end of each semester. To be eligible, the student must have completed 12 units or more of letter-graded coursework in the semester.

- 4.0 - Dean's Highest Honors
- 3.5-3.99 - Dean's High Honors
- 3.0-3.49 Dean's Honors

### Honors on Conferred Degrees

Recognition of a student's academic excellence will be given at the time of awarding a degree on the basis of the student's cumulative grade point average according to the following scale:

- 4.0 - Highest Honors
- 3.5-3.99 - High Honors
- 3.0-3.49 Honors

\*\* Certificates are not eligible for honors acknowledgment.

## Student Records

**Impoundment of Student Records:** Students who fail to comply with College rules or regulations, return property owned by the College, pay debts owed to the College, or pay for damaged College property may not be allowed to register, receive certificates and/or degrees, and/or receive other services related to student records. When the student has cleared the obligation with the College, the impoundment of records will be released.

**Transcripts:** Only course work taken at MPC will appear on the transcript. Please visit the college website for ordering and fee information (and refer to the Fees & Refunds section of the College Catalog).