

# Grading System

Grades are earned based on student academic achievement and performance. Grades earned for a course consist of a letter grade and a point value which is used to calculate a student's grade point average (GPA).

Course grades of 'A', 'B', 'C' and 'D' are considered passing grades. An 'F' grade is not considered a passing grade and units will not be earned; however, the grade will impact the student's GPA. In Pass/Not-Passed grading situations, 'Pass' and 'Not Passed' grades earn credit but are not included in the GPA calculation. The 'NC' designation is used for courses that take more than one term to complete. The first half of the course appears on the schedule with an 'NC' designation (which carries no point value), with the final grade being assigned upon completion of the second half of the course. The dean will assign an 'NT' designation to any course(s) and/or externship in a student's program that were not taken at the time of graduation. No point value will be assigned and the designation will appear on the official transcript.

Many prerequisite courses require a grade of "C-" or better in order to progress to the next class. In addition, the paralegal studies program requires that students receive a "C-" or better in all of the courses in the program in order to successfully complete the program.

In special situations, the dean may exercise discretionary authority to recommend a student for a diploma provided the student has completed at least 85% of his or her program with a minimum cumulative GPA of 2.0. Further, the student must have completed all program-specific courses, not including test-preparation courses. Examples of program-specific courses include, but are not limited to courses with codes beginning in A for accounting, BA for business administration, MO or MB for medical, IT or TS for information technology, LA for paralegal studies, and C for cosmetology or barbering. Recommendations are evaluated on a case-by-case basis and must be approved by the director of education.

## Limitations:

- Students enrolled in an Associate in Arts (AA) degree program must take and pass the specified general education courses in order to earn their degree.
- Students must complete all core program-related courses, not including test-preparation courses, to be eligible for consideration.

Students are responsible for maintaining personal grade records. A copy of an official transcript may be requested in writing for a nominal fee. There is no fee for unofficial transcripts. The U.S. Family Education Rights and Privacy Act of 1974 (FERPA) is observed.

## Grading Scale

Grades entered on student records are based on the following levels of performance. Not all instructors assign +/- grades. Please refer to your course syllabus for the applicable grading scale. For more information regarding grades and restarts, please refer to the College Catalog.

Grade	Percentage	Points	Description
<b>A</b>	93.00-100.00	4.00	Excellent
<b>A-</b>	90.00-92.99	3.67	
<b>B+</b>	87.00-89.99	3.33	
<b>B</b>	83.00-86.99	3.00	Above Average
<b>B-</b>	80.00-82.99	2.67	
<b>C+</b>	77.00-79.99	2.33	
<b>C</b>	73.00-76.99	2.00	Average
<b>C-</b>	70.00-72.99	1.67	
<b>D+</b>	67.00-69.99	1.33	
<b>D</b>	63.00-66.99	1.00	Below Average
<b>D-</b>	60.00-62.99	.67	
<b>F</b>	0.00-59.99	0.00	A student who fails to complete course work successfully during a class will receive a grade of "F" if the instructor feels that there is too much work missing or the submitted work is substandard. If a student elects to drop a class after attending into the third week of class, the student will be given an "F" for the class. An F grade earns 0 units, and will be included in the student's GPA calculation.
<b>W</b>	A "W" grade is assigned when a student is dropped from class during the first two weeks. The student can retake the class on a space-available basis without being charged.		
<b>WV</b>	Applies to keyboarding classes and is only to be used in situations where student is attending regularly and physically unable to meet the keyboarding requirement. Student will accrue units but no grade points.		
<b>CR</b>	Credit from prior education when there is an MTI-equivalent course. Transcripts must be approved by the director of education. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied. CR also applies when a student successfully challenges an MTI course. [ref: Transfer Credit policy]		
<b>CCE</b>	Credit from prior education when there is no MTI-equivalent course. This primarily applies to general education transfer credits that fulfill a GE category requirement. Transcripts must be approved by the director of education. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied. CCE is also used for Advanced Placement (AP) exam credit. An official AP score report from the College Board must be approved by the Admissions office. [ref: Transfer Credit policy]		
<b>NC</b>	The 'NC' designation is used for courses that take more than one term to complete. The first half of the course appears on the schedule with an 'NC' designation (which carries no point value), with the final grade being assigned upon completion of the second half of the course.		
<b>NT</b>	The dean will assign an "NT" designation to any course(s) and/or externship in a student's program that were not taken at the time of graduation. No point value will be assigned and the designation will appear on the official transcript.		
<b>Pass/ Not Passed</b>	'Pass' and 'Not Passed' grades earn credit, but are not included in the GPA calculation.		

**Summary of Credits Attempted, Credits Completed and Grade Point Average –**  
 [reference: Satisfactory Academic Progress policy]

	Credit Attempted	Credit Completed	GPA
Earned grades (A-D)	Yes	Yes	Yes
Earned grades (F)	Yes	No	Yes
Withdrawal (W)	No	No	No
Waiver (WV)	Yes	Yes	No
Credit from Prior Education (CR) Used for transfer credits or successful course challenges where there is an MTI-equivalent course.	No	No	No
Course Category Equivalent (CCE) Used for transfer credits where this is no MTI-equivalent course, or for credit from Advanced Placement (AP) exams.	No	No	No
Not Complete (NC)	No	No	No
Not Taken (NT)	No	No	No
Pass/No Pass	Yes	Yes	No
Class Restart	Yes	Yes	Yes

**Failing Grades and Restarts**

**Failing Grades**

Any student who fails to complete coursework successfully during a class will receive a grade of 'F' if the instructor feels that there is too much work missing or the submitted work is substandard. A student has the option to drop a class and retake it if he/she is making unsatisfactory progress. If a student elects to drop a class after attending into the third week of class, the student will be given an "F" for the class.

**Class Restart**

In order to use a free restart, a student must earn a grade for the class – even if the grade is an 'F'. If a student elects to drop a class after attending into the third week of class, the student is given an "F" for the class and may use one of his/her free restarts to re-take the class at no charge. Restart will affect GPA, hours completed, and hours attempted. If a student repeats a course in order to get a higher grade, only the higher grade will be used in the computation of GPA. Credits attempted and credits completed will accumulate each time the student takes the class.