

GRADING POLICY

Academic Records Symbols and Grade-Point Average (GPA)

Evaluation symbols (grades) are issued in each course at the end of each semester and summer session. The unit of measure utilized at Mt. San Jacinto College is the semester unit.

Students must obtain their final grades online. Students may log in at Self-Service (<https://selfservice.msjc.edu/css/>). The college does not mail grades.

In the absence of mistake (to include clerical errors and errors made by an instructor in calculating a student's grade), fraud, incompetence or bad faith, the determination of the student's grade by the instructor shall be final. Final grades are recorded on a transcript, which is the student's official permanent record of all grades issued. Questions regarding final grades of record should be addressed to the attention of the Enrollment Services Office. Evaluative grades are averaged on the basis of the point equivalencies to determine a student's grade-point-average. (**Note:** The symbol "P" is an evaluative symbol without grade points.) Non-evaluative symbols are not used in calculating grade point averages. Evaluative symbols and grade points are as follows:

Evaluative Grade	Symbols Definition	Grade Point Average
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P ¹	Pass (not counted in GPA)	
NP ²	No Pass (not counted in GPA)	
SP ³	Satisfactory Progress (Non-Credit only)	

¹ P grades reflect at least satisfactory performance. Units are awarded.

² NP grades reflect less than satisfactory or failing performance. No units are awarded.

³ SP grades reflect satisfactory progress but not enough to pass the course. This symbol is for non-credit courses only.

Non-Evaluative Symbols

Symbols	Definition	Grade Point Average
I	Incomplete	0
IP	In Progress	0
RD	Report Delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0
EW	Excused Withdrawal	0

Calculation of Grade-Point Average

The quality of a student's work for one (1) semester is measured by their grade-point average. Their cumulative GPA indicates the quality

of all work a student has completed at the college through one or more semesters.

In calculating students' degree applicable grade point averages, grades earned in non-degree credit courses shall not be included.

GPA is determined by:

- Multiplying the number of grade points equivalent to the letter grade received by the number of semester hours for that course
- Adding the grade points received in all courses during the semester
- Dividing the total number of grade points by the total number of semester hours attempted (See example)

Course	Grade	Grade Value	Semester Hours	Total Grade Points
ENGL-101	B	3	4	12
PSYC-101	A	4	3	12
MATH-140	C	2	3	6
BIOL-115	D	1	4	4
PE-112	A	4	1	4
			15	38

Divide the 38 grade points by the 15 semester hours attempted for a semester grade-point average of 2.53.

During graduation evaluation, the same process using all grades received for all degree applicable courses and all grades accepted from other regionally accredited colleges and universities determines the cumulative grade-point average for students earning the Associate in Arts or Associate in Science degree. Proficiency credit and CLEP earned at MSJC appear on a student's official transcript, but do not carry any grade value and, therefore, does not affect a student's grade-point average.

Non-Evaluative Symbols Definitions

I Incomplete: Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. In a written record, the instructor shall state the condition for removal of the "I." This record must be given to the student with a copy on file with the Enrollment Services Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than 1 year within the subsequent term (excluding summer session) in which it was assigned. A student may petition for an extension of time due to unusual circumstances before the time limit has passed. The "I" symbol shall not be used in calculating units attempted or for grade points.

IP In Progress: The "IP" symbol shall be used to denote that the class is scheduled to 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 record for the term in which the course is completed. The "IP" shall not be used in calculating grade-point averages.

RD Report Delayed: This symbol is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade-point averages.

NOTE: On rare occasions, circumstances beyond the control of Mt. San Jacinto College require that grade reports be issued before some grades are entered. While every effort is made to avoid this situation, there are times when it is unavoidable.

W Withdrawal: The “W” symbol shall be used to denote withdrawal from a class. The grade indicates that the course has been removed from the student’s program of study without credit and is not included in the grade point computation.

No notation of “W” or other grade or course entry shall be made on the academic record of the student who withdraws prior to the census date. The census date in a seventeen (17) week term is Monday of the third (3rd) week of instruction. The census date in an eighteen (18) week term is Monday of the fourth (4th) week of instruction. Additionally, no notation of “W” shall be made on the academic record of the student who withdraws during the summer session and/or short-term class(es) prior to twenty percent (20%) of the course. The “W” shall not be used in calculating grade-point averages. However, units attempted for which “W” is recorded shall be considered in probation and dismissal procedures.

EW Excused Withdrawal: Occurs when a student is permitted to withdrawal from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s). Upon approval of a Petition for Excused Withdrawal, an “EW” symbol will be assigned. Excused withdrawals shall not be counted in progress probation and dismissal calculations or counted as an enrollment attempt.

Students who have experienced cases of accidents, illness, or other circumstances beyond their control, may petition for an excused withdrawal from a course(s) as of the census date of the course(s) and no later than three (3) years after the award of the initial grade to receive an “EW” grade. This may be done by submitting a Petition for Excused Withdrawal to Enrollment Services.

MSJC Petition for Excused Withdrawal (<https://www.msjc.edu/enroll/documents/Excused-Withdrawal.pdf>)

MW Military Withdrawal: Occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a “MW” symbol will be assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations or counted as an enrollment attempt.

Military Withdrawal use Student Petition Form (<https://www.msjc.edu/enroll/documents/Student-Petition.pdf>)

Grade Change Policy

In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded in accordance with the above-stated grading system. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency. The instructor of record may correct grades given in error. All grade changes must take place within three (3) years of initial award of grade.

Pass/No Pass

Mt. San Jacinto College shall authorize a maximum of twelve (12) pass/no pass units for students to meet college degree and/or certificate requirements.

A “pass” symbol is defined as a grade of “C” (satisfactory) or better. Attendance requirements are the same for students taking the course for “pass/no pass” as those taking the course for a letter grade. The assignments made for students taking the course for “pass/no pass” are the same assignments made for those taking the course for a letter grade.

Students electing this option can do so during registration in Self-Service, or can submit an **Application for Pass/No Pass** to Enrollment Services up until the last day of the course. Students who erroneously selected the Pass/No Pass option during registration in Self-Service and would like to revert back to a letter grade should submit a **Student Petition** to Enrollment Services.

Although “pass/no pass” grades are allowed in all designated courses, students should be aware that transfer institutions may not accept courses for transfer taken in a student’s major for which a grade of “P” has been earned. Units earned on a “pass/no pass” basis shall not be used to calculate grade-point averages. However, units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.

Limitations of Basic Skills and ESL Credit

Students enrolled in basic skills courses may earn up to thirty (30) units of pass/no pass units. Students enrolled in English as a second language courses and students identified by the district as having a learning disability are exempt from the thirty-unit limitation.