



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Grading</b>
<i>AP Number:</i>	AP 3.40.01
<i>Adoption Date:</i>	5/8/19
<i>Schedule for Review &amp; Update:</i>	Every three years
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<i>Policy Title(s) &amp; No(s).</i>	Grading, BP 3.40
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Student Attendance and Participation, BP 3.32

**Grades earned for credit courses** at Pima Community College (“the College”), as assigned under the authority of the course instructors, are recorded at the end of each section according to the following system:

A—Superior (4 grade points per credit hour)

B—Above Average (3 grade points per credit hour)

C—Average (2 grade points per credit hour)

D—Below Average (1 grade point per credit hour)

F—Failure (0 grade points per credit hour)

This grade will negatively impact the student’s completion rate.

W—Withdrawal (not included in GPA calculation)

The Withdrawal grade is assigned in one of the following ways:

- The student officially withdraws from the class after the drop

deadline and on or before the 67% point of the term which is the official withdrawal date.

- The instructor awards the grade as part of the 45<sup>th</sup> day reporting, if appropriate.
- A Student Affairs administrator processes an Administrative Withdrawal after the official withdrawal date if requested by the student and only if an exceptional circumstance outside the student's control prevented the student from completing the class.

A Withdrawal grade will negatively impact the student's completion rate and will be recorded on a student's transcript. The last date that a student is engaged in an academically related activity will be recorded in conjunction with this grade.

**P—Pass (not included in GPA calculation)**

'C' or better without grade differentiation ordinarily indicated by the College grading system.

**I—Incomplete (not included in GPA calculation)**

A record of 'Incomplete' as a grade will be made at the student's request and at the instructor's option. A student must have completed 70% of the course work and be passing the class for an incomplete to be considered by the instructor. This grade will negatively impact the student's completion rate. If no change of grade form is submitted within a year, the 'I' will be automatically changed to 'F.'

**PLA—Credit by Prior Learning Assessment (not included in GPA calculation)**

A grade of PLA will be awarded for classes in which students earn credit through the assessment of prior learning, with the exception of credit earned through standardized national examinations.

**T—Transfer Credit**

A T placed next to the grade indicates the grade was transfer credit awarded by the College for coursework taken at other colleges or universities, or awarded based on meeting minimum cut scores for standardized national examinations.

**AU—Audit (not included in GPA calculation)**

The AU grade on a student's transcript indicates that the student registered to audit the class without expecting to receive credit at the College. The student's experience in the class will otherwise mirror that

of credit students. The symbol for audit, 'AU,' appears on the transcript of grades and on the class list by the student's name. Students auditing a class must register by the end of the official refund period through the appropriate College process.

**Grades earned for clock-hour courses** at the College are recorded at the end of each section according to the following system:

**F—Failure**

Less than 80% without grade differentiation ordinarily indicated by the College grading system.

**P—Pass**

80% or better without grade differentiation ordinarily indicated by the College grading system.

**R—Roll-over**

Used to document continuing module work that must be moved from one academic year to the next.

**W—Withdrawal**

The Withdrawal grade is assigned in one of the following ways:

- The student officially withdraws from the class after the drop deadline and on or before the 67% point of the term which is the official withdrawal date.
- At the discretion of the faculty on or before the 50% point of the module. The last date that a student is engaged in an academically related activity will be recorded in conjunction with this grade.
- A Student Affairs administrator processes an Administrative Withdrawal after the official withdrawal date if requested by the student and only if an exceptional circumstance outside the student's control prevented the student from completing the class.

Graduation requirements for credit programs include:

- A 2.0 overall grade point average (GPA) on a 4.0 grade point scale.
  - Exception is allowed if all courses completed at PCC were only available as Pass/Fail, and therefore the student has no GPA.
- 'D' grades do not fulfill graduation requirements for core or general education courses.
- 'F' grades do not fulfill any requirements.
- The GPA is based only on work completed at the College.