

Proficiency Enrollment

Once a student has completed a proficiency in a subject area with a satisfactory grade, he/she may not take a lower proficiency level in that subject area. For example: A student cannot enroll in English 009 (ENGL 009) after having successfully completed English 110 (ENGL 110). (This does not apply to vocational refresher courses.)

Cheating and Plagiarism

Dishonesty in the classroom is considered a very serious offense. Any form of cheating, turning in work which is not one's own (plagiarism), is grounds for disciplinary action. The consequences of these actions are severe and may include the possibility of expulsion.

Grading System

Grades are based upon the quality of work done; that is, upon actual accomplishment in courses offered for credit. Grades are issued at the end of each term.

Grade	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than Satisfactory	1
F	Failing	0
P	Pass (at least satisfactory - C or higher) Not included in GPA <i>(Formerly CR prior to Fall Semester, 2009)</i>	
NP	No Pass (less than satisfactory - D or F) Not included in GPA <i>(Formerly CR prior to Fall Semester, 2009)</i>	

Grade Point Averaging

The total number of units earned for courses in which a student has earned a grade of A is multiplied by 4. The same type of calculation is done for units earned of B, C, D, and F. The grade point average is then calculated by dividing the total number of grade points earned by the total number of units attempted in which grades of A, B, C, D, and F were assigned.

Grades for repeated courses will be included or excluded as indicated in the Course Repetition policies.

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

Non-Evaluative Symbols

I	Incomplete
IP	In Progress
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

Symbol Definitions

P/NP Some courses may be taken for P/NP grades only; others may be designated by the appropriate divisions to be taken for either standard letter grades or for grades of P/NP. Students must select this option using the online registration system by the deadline to register for the course.

1. P will reflect the student has earned the equivalent of a grade of C or higher.
2. NP will reflect the student has earned the equivalent of a grade of D or F.
3. P grades are permissible in the student's major field if permitted or allowed by the division or department.

4. Students applying for P/NP grading must adhere to the same class standards or regulations as a student receiving a standard letter grade.
5. If the course in which a P grade is earned is a prerequisite requirement for another course, the grade of P will satisfy the prerequisite requirement.
6. A maximum of 16 units taken on a P/NP basis may be applied toward a degree.

I An incomplete contract may be negotiated for UNFINISHED WORK, OTHERWISE PASSING indicating that because of medical or other sufficient reason an important assignment such as a term paper, final examination, or experiment is missing.

An incomplete ("I") grade, which is not made up by the end of the sixth week of the next regular semester, shall be converted to a letter grade. The letter grade shall be used in computing grade point average.

Incomplete symbols should be assigned for academic work under unforeseeable, emergency and justifiable reasons at the end of the term.

IP In progress "IP" symbol is used only when a course extends beyond the normal end of the academic term. A grade will be assigned at the end of the course.

W Students may withdraw (drop) courses up to 75% of the term, or the length of the course if short-term. No notation will be made on students' records for drops completed prior to census for the course. Symbols of W shall be recorded for courses dropped on census day through the 75 percent date.

Instructors may drop students for excessive absences up to the 75% date.

Letter grades shall be assigned to students who are not dropped by the 75% date.

Administrative drops may be done after the 75% date for verified extenuating circumstances which are clearly beyond the control of the student such as documented cases of serious accident, illness, or death of an immediate family member.

Drop procedures for students will be established by the Admissions and Records Office and published in the Class Schedule each term.

MW Military withdrawal occurs when students who are members of an active or reserve U.S. military service receive orders compelling a withdrawal from courses. The MW symbol will be assigned upon receipt of a copy of the student's official military orders.

Symbols of MW will not be used in the calculation of progress probation or dismissal.

Students will maintain "continuous enrollment" status for graduation requirements during their time of absence due to their military orders.

Refunds of fees paid, or reversal of fees still owed, will be made for the term in which military withdrawal occurs.