

GRADING SYSTEM

Authority on Grades

The teacher is the final authority on assignment of grades. When reported to the Records Office on the Permanent Class Roster, grades represent the teacher's final decision as to a student's achievement. Grades are not given as a warning, punishment or reward and are not subject to revision for purposes of determining eligibility for office or honors, college transfer or for any other reason except the subsequent discovery of an error (as a result of mistake, fraud, bad faith, or incompetence). Any change of grade submitted after the normal three-year holding period for backup materials will require documentation as to the nature of the error in the first grade.

Grade-Point Average

The grade-point average (GPA) is computed by dividing the total grade points earned by the total number of units attempted. As an example, if in any given semester the number of grade points earned is 28 and the total number of units attempted is 14, the grade-point average is 2.000.

Grade Reports

At mid-semester the instructor issues progress reports to all students. Final semester grades are available to students on the Web approximately twelve days after the end of the semester. Resolution of grade disputes must be made within three years after completion of the course.

Grades and Grade Points

Pasadena City College uses the letter system of grading to evaluate the quality of work done by students. The interpretation of each grade or symbol, with its value in grade points, is described below.

Grade or Symbol	Meaning	Grade Points Per Semester Unit
A	Excellent	4
	HONOR GRADE indicating EXCELLENCE earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; Ability to deal resourcefully with abstract ideas; superior mastery of pertinent skills; Promise of success in a field relating to the subject.	
B	Good	3
	HONOR GRADE indicating COMPETENCE earned as a result of high examination scores; Accurate and prompt completion of assignments; ability to deal well with abstract ideas; Commendable mastery of pertinent skills; promise of continued success in sequential courses.	
C	Satisfactory	2
	STANDARD COLLEGE GRADE indicating SUCCESSFUL PERFORMANCE earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; Ability to deal with abstract ideas; fair mastery of pertinent skills; sufficient evidence of ability to warrant entering sequential courses. A "C" is the minimum course grade necessary to meet a prerequisite.	
D	LessThanSatisfactory	1
	SUBSTANDARD GRADE indicating the MEETING OF MINIMUM REQUIREMENTS ONLY earned as a result of low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; insufficient evident of ability to make advisable the enrollment in sequential courses. A grade of "D" would indicate the student is not likely to be successful in a higher level course and would not meet prerequisite requirements.	
I	Incomplete	0
	This symbol identifies UNFINISHED WORK OTHERWISE PASSING at a "C" or better level, indicating that an important assignment such as term paper, final examination or experiment is missing (for illness or other sufficient reason) but can be submitted to complete the course. An "I" is not assigned as a withdrawal grade and is not considered in grade-point average but it is included in the computation of progressive probation. A course for which an "I" has been assigned must be completed within one year from the end of the semester in which the "I" grade was assigned. After one year, a default grade will be assigned.	

F	Failing 0 NON-PASSING GRADE indicating FAILURE TO MEET MINIMUM RERQUIREMENTS earned as a result of non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills, repeated absence from class.
W	Withdrawn 0 A symbol recorded for a course when a student voluntarily withdraws; student is dropped from class by teacher; or petition is approved for a withdrawal. It is not considered in grade-point average but it is included in the computation of progressive probation.
MW	Military Withdrawal 0 A symbol used to record a student withdrawal due to unexpected military obligations.
P	Passing 0 PASSING GRADE, level of "C" or better, not considered in grade-point average but it is included In the computation of progressive probation.
NP	No Pass 0 CREDIT NOT ALLOWED; performance less than average quality; not considered in grade-point average but it is included in the computation of progressive probation.
IP	In Progress 0 Indicates work in progress but not considered in grade-point average. This symbol is intended for courses which may extend beyond the end of the normal semester.
RD	Report Delayed 0 Used when there is a delay in reporting grades. It is a temporary notation not considered in the Grade-point average.