

# GRADING SYSTEM

## GRADE REPORTS

Grades are available to students online via WebPAL.

Students who need a printed copy for scholarship or employer reimbursement purposes are able to receive one by calling the Registrar's Office at 734.384.4108. Grade reports requested by students will be mailed within 14 days of the request.

## GRADING SYSTEM

Grade points are assigned as indicated.

Letter Grade	Grade Points Per Credit Hour
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E	Failure 0
*E	Course included in Academic Forgiveness Policy
*I	Incomplete
*W	Withdrew
*AU	Audit
*S	Satisfactory
*U	Unsatisfactory
*TR	Indicates Transfer Credit Accepted
*P	Pass (A, A-, B+, B, B-, C+, C)
*F	Fail (C-, D, E)
*H	Satisfactory completion of a developmental course – does not apply toward graduation
*R	Repeated class, prior attempt
CEU	Courses that earn CEU's are identified with a course number between 700-899 and do not apply toward graduation.

\* Not included in GPA

Actual grading practices regarding letter grades awarded may differ among faculty/divisions.

## APPEAL PROCEDURE FOR GRADE CHANGE

The appeal process shall consist of an initial appeal to the instructor in question, a second appeal to the dean of the division the instructor is teaching in, and a final appeal to a board consisting of three nonadministrative faculty members and two students to be appointed by the vice president of instruction. The decision of the appeal board will be final and binding. A tie vote by the board will result in the grade remaining unchanged.

Students wishing to initiate a grade appeal have up to six months from the time the grade was issued to request the vice president of instruction to appoint an appeal board to hear the arguments. The request must be made in writing.

## GRADE POINT AVERAGE (GPA)

To compute the semester grade point average, divide the semester honor points earned by the semester credit hours attempted.

$$\frac{\text{Semester Honor Points Earned (Honor Points)}}{\text{Semester Credit Hours Attempted (GPA Hours)}} = \text{Sem. GPA}$$

Example:	Grade	Honor Points
English	A = 4 x 3 credits = 12 points	
Biology	B = 3 x 4 credits = 12 points	
Psychology	C = 2 x 4 credits = 8 points	
Political Science	D = 1 x 3 credits = 3 points	
Math	E = 0 x 3 credits = 0 points	

$$\frac{\text{Honor points - 35}}{\text{Hours attempted - 17}} = 2.058 \text{ GPA}$$

To compute the cumulative Grade Point Average, divide the total honor points earned by the total credit hours attempted in all semesters. A cumulative Grade Point Average of "C" (2.0) is required for graduation.

$$\frac{\text{Total Honor Points Earned (Honor Points)}}{\text{Total Credit Hours Attempted (GPA hours)}} = \text{Cumulative GPA}$$

**NOTE:** Credit accepted from other institutions is not used to calculate the student's GPA at Monroe County Community College.

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## **CREDIT HOURS**

All courses carry a specified number of credits. A three-credit lecture course meets three clock hours per week during the 15-week semester. More clock hours per week are required during short courses. Certain courses that require laboratory work or skill practice may meet for more hours per week than the number of credits they confer.

MCCC courses have a minimum of 800 instructional minutes per credit hour.

## **ACADEMIC HONORS**

### **Dean's List**

Students who complete 12 or more academic credits during the Fall and/or Winter semester(s) and earned a semester grade point average of 3.5 or higher will be placed on the Dean's List for that semester. The names of students qualifying for the Dean's List will be distributed to the media.

### **Graduation with Honors**

Students who maintain a 3.5 overall average or higher upon graduation are awarded graduation honors at commencement. As grades are not available in time for the ceremony, honors in the commencement program are based on the cumulative GPA at the end of the term preceding graduation. Graduation with honors is, however, placed on the transcript and the diploma using the GPA upon completion of the requirements for the degree.

### **Honors Designation**

Summa Cum Laude  
Magna Cum Laude  
Cum Laude

### **GPA Required**

3.900 to 4.000  
3.700 to 3.899  
3.500 to 3.699

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## **TRANSCRIPTS**

A transcript is the official cumulative record of a student's enrollment at Monroe County Community College. This data is maintained by the Registrar's Office and is cumulative from the student's first attendance at MCCC.

A student may request an official transcript by making a request in writing. The student's signature is required for all written requests. The cost of each transcript is \$5. A transcript requested by 4 p.m. will generally be available by 9 a.m. at the Main Campus the following business day. Any transcript issued to the student, either by mail or in person, will carry the inscription "issued to student."

Unofficial transcripts are issued to students by the Registrar's Office upon request – and at no charge. A photo ID is required. An unofficial transcript issued to the student will carry the inscription "unofficial transcript."

A transcript will not be issued to/for any student who has a financial hold.

To comply with the provisions of the Family Educational Rights and Privacy Act of 1974, no transcript will be released to a third party without the written authorization of the student.