



Policies and Regulations: Grading

Grade reports are not mailed. Students may access their grades online by logging in to their MyCCC site. Students also have an option of printing their own Coastline unofficial transcript from their MyCCC site. Semester grades are available online approximately 10 working days after the end of the semester (excluding holiday periods).

Student performance is indicated by one of seven grades. Grades, which carry a point value and which are used in determining the grade point average (GPA) are as follows:

- A = Excellent 4 grade points per unit
- B = Good 3 grade points per unit
- C = Satisfactory 2 grade points per unit
- D = Passing-less than satisfactory 1 grade point per unit
- F = Failing 0 grade points per unit

The grade point average is calculated by dividing the number of grade points by the number of units attempted for the grades of A, B, C, D, or F.

The following grades are not part of the GPA calculation:

P (formerly CR) = Pass satisfactory, C or better	Unit credit granted
NP (formerly NCR) = Not passing, less than satisfactory or failing	No units granted
W = Withdrawal	No Units granted
MW = Military withdrawal	No Units granted
I, IB, IC, ID, IF, INP = Incomplete*	No Units granted
NG = Non graded	No Units granted
RD = Report delayed	No Units granted

*Incompletes were expanded to include the grade that the incomplete will revert to in one year if the student does not make up the coursework with the instructor (i.e. ID= incomplete which will revert to a "D" in one year if the student does not make up missing coursework).

An "E" to the far right of a course indicates that the grade has been excluded from the GPA calculation. The reason for the exclusion may be notated as follows:

ACDRNL	Academic renewal
HS or HSC	High school credit only
UR	Unauthorized repeat
SUBSTND	Repeated substandard grade

Other Notations

- APL = Assessment of Prior Learning
- CE = Credit by Exam
- (I) = Course taken during Winter Intersession
- (H) = Honors course

Course Grading Options

1. Optional Pass/No Pass or grade classes. In these courses, students may elect to receive either a traditional letter grade of "A" through "F" or Pass/No Pass for the course. This choice must be made within the first four (4) weeks of the fall and spring semesters, and within 30% of the course in short-term courses.
2. Pass/No Pass grading option: Students selecting this grading option must submit the Pass/No Pass Option Request Form to the Records office by the specified deadline for each course. Requests can be submitted in-person or by mail. If mailing, make sure the request is postmarked on or before the deadline date. Requests received after the deadline will not be processed.



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Once the Pass/No Pass grading option deadline has passed, the grade option cannot be reversed. Therefore, before selecting this option, students should consult with a counselor.

NOTE: In classes graded on this basis, students are held to attendance regulations and academic standards expected in the standard graded courses.

Students are advised to read the following statements before deciding to pursue a course on a graded ("A" to "F") or Pass/No Pass basis.

- A grade of "Pass" or "No Pass" does not affect a student's grade point average at Coastline Community College.
- "NP", "W", and "I" grades are utilized by Coastline Community College in the determination of academic probation and disqualification. (Refer to college regulations concerning "Probation/ Disqualification.")
- Courses taken at Coastline Community College to remedy an admissions deficiency for the University of California due to poor or incomplete high school preparation are not acceptable if completed on a "pass" basis.
- Students required to complete 60 units of course work with a grade point average of 2.4 prior to transfer to a University of California campus, such as Irvine, must complete at least 42 of these units on a graded ("A" through "F") basis.
- Some universities may specify that courses required for a major be completed on a standard grade basis ("A" through "F").
- A grade of "pass" is equivalent to a "C" for purposes of transfer.
- Some universities specify that courses taken to satisfy general education breadth requirements be completed on a standard grade basis ("A" through "F").
- Some institutions limit the number of units completed on a "pass" basis which are accepted toward the bachelor's degree.
- Students planning to apply to competitive admissions programs such as the health professions are usually advised to complete the specified preparation on a graded basis ("A" through "F").

W (Withdrawal)

Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through the Admissions and Records Office, to avoid receiving "F" or "NP" (no-pass) grades.

HOW TO CALCULATE YOUR GPA (example):						
Class	GPA units (Units Attempted)	Grade Received	Units Earned	Grade Points times	Grade Points Per Unit equals	Total Grade Points Earned
Biology 100	3	A	3	x 4	=	12
Biology 101	1	A	1	x 4	=	4
Psychology 100	3	B	3	x 3	=	9
Mathematics 115	4	C	4	x 2	=	8
Art 100	3	B	3	x 3	=	9
History 100	3	F	0	x 0	=	0
TOTALS	17					42

$42 \div 17 = 2.47 = \text{GPA}$

Upon entering Coastline Community College, the student assumes the responsibility of completing each course in which he/she is registered. A college student is expected to attend all sessions of the classes in which he/she is enrolled. An instructor may drop a student for excessive absences when the instructor determines that, due to absences, the student may not successfully complete the course. Students who miss the first meeting of the class may also be dropped. Students who are dropped by their instructors for missing the first class meeting or for



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excessive absences should verify the instructor drop with the Admissions Office in order to avoid grade penalties and to comply with critical drop dates as specified. After a student has been dropped from the class for unexcused absences, appeal for reinstatement will be considered only under extenuating circumstances.

When withdrawing from a class, students should be aware that the following policies apply:

Early Withdrawal

Classes will not appear on a transcript (a "W" will not be assigned) when a student officially withdraws during the first two (2) weeks of full semester (16-week) fall or spring courses, and 20% of all other length courses. Students should refer to their "Student Class Program, Web Schedule Bill" for specific course deadlines.

Other Withdrawals

A "W" will appear on a transcript for official withdrawals made between the Tuesday of the 3rd week and the last day of the 12th week for full semester (16-week) fall or spring courses and more than 20% and less than 75% in all other length courses.

MW (Military Withdrawal)

"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 withdrawal symbol of "MW" is assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

I (Incomplete)

An incomplete grade (I, I/B, I/C, I/D, I/F, and I/NP) may be assigned when the course is not completed for unforeseen, emergency and justifiable reasons, with permission from the instructor, and the student intends to complete the work after the end of the term. The condition for the removal of the "I" shall be stated by the instructor as well as the grade assigned in lieu of its removal in a written record available to the student at the Admissions and Records Office. The "I" must be made up no later than one year following the term in which it was assigned. If the work assigned is not completed within that year, then the grade will revert to the grade attached to the "I" (i.e., I/ B=B)

A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work has passed.

NOTE: When unusual circumstances prevail, a petition may be filed at the Admissions and Records Office requesting a reasonable extension of time.

IP (In Progress)

The "IP" (In Progress) grade indicates that the class extends beyond the normal academic term. It indicates that work is "in progress" but assignment of a final grade awaits completion of the course. The "IP" symbol remains on the student's record and is not used in calculating units attempted or grade points. The appropriate evaluative grade, units and grade points are assigned and appear on the student's record for the term in which the course is completed.

Note: There are very few classes at Coastline Community College that qualify to use the IP grade.

NG (Non-Graded)

The NG symbol is assigned to non-graded courses.

Grade Challenge Policy

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetence. A student who has been assigned a final grade which he/she believes to be incorrect may file a Grade Challenge Petition form obtained from the Office of Admissions and Records. All grade challenges must be made by the student, in writing, within two years after the end of the semester in which the grade in question was assigned. Grade challenges filed after the two-year deadline will be reviewed for recording errors only to ensure that the student's grade on the instructor's roster is, in fact, the grade that appears on the transcript.



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Examinations

Final examinations are required in all courses, except physical education. Normally final examinations are given the last week of class. No student will be excused from these examinations. Students must be in attendance at Coastline Community College for the entire semester and must take the final examination to receive credit.

NOTE: Students are not permitted to enroll in a course in which they were assigned an "I" grade. Incompletes must be agreed upon by both the student and the instructor. Examinations: Final examinations are required in all graded courses. Exceptions to this policy may occur in certain physical education activity courses. Students must be in attendance at Coastline for the entire length of the course and must take the final examination to receive credit..