Grading System/Course Numbering

GRADE REPORTS
Grades are available to students on-line via WebPAL and by telephone via SMART.

Students who need a printed copy for scholarship or employer reimbursement purposes are still able to get 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

The student’s work in each course is graded on the following system. Grade points are assigned as indicated.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B - Good</td>
<td>3</td>
</tr>
<tr>
<td>C - Fair</td>
<td>2</td>
</tr>
<tr>
<td>D - Poor, but Passing</td>
<td>1</td>
</tr>
<tr>
<td>E - Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

*E - Course included in Academic Forgiveness Policy

I - Incomplete
W - Withdrew
AU - Audit
*S - Satisfactory
U - Unsatisfactory
TR - Indicates Transfer Credit Accepted
N - No Grade
*P - Pass
*F - Fail
*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

Grading practices regarding letter grades awarded in the Nursing program are different in that letter grades of A, B, C and E are issued; there are no D grades.

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 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.

COURSE NUMBERING SYSTEM

090-099 - Developmental courses that do not apply toward graduation.
100-149 - Freshman Career/Occupational
200-249 - Sophomore Career/Occupational
150-199 - Freshman University Parallel
250-294 - Sophomore University Parallel
295-299 - Field Trips, Seminars, Workshops, Independent Study, Co-Op
700-999 - Lifelong Learning - Non-Credit

GRADE POINT AVERAGE (GPA)

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

Semester Honor Points Earned (Honor Points) ______________________ = Sem. GPA
Semester Hours Attempted (GPA Hours)

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.

Total Honor Points Earned (HP) ______________________ = Cumulative GPA
Total Credit Hours Attempted (GPA CRED)

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