

# **Student Academic Records**

## **Part 1. Maintenance of Student Records**

Student academic records are maintained by the Registrar's Office through a computerized system. Transcript records show all coursework for which a student was registered during each term of enrollment and the grades and symbols awarded for that work.

## **Part 2. Communication of Student Records**

Grade reports are not automatically mailed to the students at the conclusion of a term. Grade report requests must be submitted in writing to the Registrar's Office or are available online. Grade reports will show only the grades for one term.

## **Part 3. Grade Report and Transcript Designations**

### **Subpart A. Letter Grades**

A letter grade indicates the instructor's evaluation of a student's performance and is equal to the following numerical values for the purpose of calculating a student's GPA.

1. A grade of "A" indicates superior performance by the student and is equal to 4.0 grade points per credit.
2. A grade of "B" indicates above average performance by the student and is equal to 3.0 grade points per credit.
3. A grade of "C" indicates average performance by the student and is equal to 2.0 grade points per credit.
4. A grade of "D" indicates below average performance by the student and is equal to 1.0 grade point per credit.
5. A grade of "F" indicates inadequate performance by the student and is equal to 0.0 grade points per credit.

### **Subpart B. P or NC Grade**

A grade of "P" or "NC" indicates the instructor's pass or fail determination of a student's performance. Credits are earned for a passing grade. Courses taken for a pass or no credit grade are not included in a student's GPA calculation.

1. A grade of "P" indicates adequate performance by the student.
2. A grade of "NC" indicates inadequate performance by the student.

### **Subpart C. I Designation**

An "I" indicates that a student has not completed the requirements of the course. If a letter grade has not been submitted by the instructor prior to the beginning of the next semester, not including summer session, an "F" will automatically be entered for the course.

#### **Subpart D. AU Designation**

An "AU" indicates that a student attended a course, but was not graded on performance. No credit is earned and the course is not included in a student's GPA calculation.

#### **Subpart E. W Designation**

A "W" indicates that a student registered for a course, but withdrew from the course prior to formally receiving a grade for the course. No credit is earned and the course is not included in a student's GPA calculation.

#### **Subpart F. R Designation**

An "R" prior to a grade indicates that the student received a grade for the course in a previous semester.

### **Part 4. Grade Point Average**

#### **Subpart A. Calculating GPA**

A student's cumulative GPA is calculated by dividing the total number of grade points earned by the total number of credits taken for a grade of A - F.

#### **Subpart B. Expectation**

Students are expected to maintain a grade point average of at least 2.0. Failure to meet that minimum for any semester will result in scholastic probation for the next semester.

### **Part 5. Pass or Fail Grade Option**

#### **Subpart A. Registration**

A student may elect to register for a course that is graded by the instructor using a letter grade on a pass or fail basis.

#### **Subpart B. Grade Conversion**

The Registrar's Office will convert the letter grade submitted by the instructor as follows:

1. if the instructor submits a letter grade of "A," "B," or "C," a "P" will appear on the student's records.

2. if the instructor submits a letter grade of "D" or "F," an "F" will appear on the student's records.

### **Subpart C. Grade Point Average Calculations**

Grades of "P" will not be included in GPA calculations. Grades of "F" will be included in GPA calculations.

### **Subpart D. Change to Letter Grade**

Students who choose the pass or fail grade option will not be allowed to petition at a later date to have the letter grade entered on their transcript.

### **Subpart E. Limitations**

The pass or fail option may not be elected for more than one course per semester, and no more than one-third of a student's credits taken at MCTC may be "P" grades for degree credit. Courses which require a mandatory pass or no credit grade are excluded.

### **Subpart F. Advisory**

Some MCTC programs and other institutions may not accept "P" grades for some courses.

## **Part 6. Auditing a Course**

A student may select to audit a course. Courses completed by audit will receive an "AU" designation rather than a grade. Regular tuition rates are charged for course audits. Audited courses do not count for credit and do not affect the student's GPA.

## **Part 7. Repeating a Course**

With permission from their advisor and the instructor, a student may repeat a technical course a maximum of two times. Liberal arts courses do not require permission to be repeated and may be repeated more than twice. Only the highest grade earned will be counted toward certificate, diploma or degree credit and in the computation of the overall numeric GPA. Both classes and grades will appear on the student's transcript. Students repeating a course will have their GPA recalculated at the end of each term by the Registrar's Office. If the course was originally taken under the quarter system the student should contact the Registrar's Office to have the GPA recalculated.

**Date effective:** 3/31/2005

**Date last amended:** 4/21/2009