

<b>Name of Change Proposal</b>	2.3.3 Grading <b>Approved Date - March 20, 2024</b>
--------------------------------	---

Initiating Council:  
Academic and Student Systems

Submitting Council:  
Vice Presidents of Academic Affairs

Justification for Proposed Changes:

**Background Information:**  
(Provide a brief overview of the issue and/or historical information important in considering the change.)

GPA calculation and where these are located is a common point of confusion for both students and staff.

**Supporting Documentation and Rationale for Change:**  
(Provide any supporting documentation such as new legislation, legal/statutory or regulatory changes, data, or key findings that would support the need for the change.)

During a town hall meeting presenting Common Pages changes, a request was made to include how GPA is calculated in MCCCDC in the regulations to support both students and staff.

There is no change in the manner in which these calculations are performed. This is just a documentation of current practice.

Other institutions do include such information in their catalogs:

- [Mohave Community College](#)
- [Jefferson Community College](#)
- [Monroe Community College](#)
- [Arapahoe Community College](#)

**Areas, Councils, or Committees Impacted:**  
(List the constituency groups that may be impacted by the proposed change and that reviewed the proposal and provided feedback.)

<b>Council</b>	<b>Distribution List</b>
Accreditation Liaison Officers	dl-alo@memo.maricopa.edu
ASA District Directors	dl-asa-district-directors@domail.maricopa.edu
Department/Division Chairs	<i>Via Deans</i>
Directors of Academic Advisement Council	dl-daac@memo.maricopa.edu
Directors of Admissions and Records Council	dl-dar@memo.maricopa.edu

District Curriculum Committee	dl-dcc@memo.maricopa.edu
FEC	lisa.marsio@scottsdalecc.edu ramona.goth@scottsdalecc.edu camille.newton@southmountaincc.edu
Financial Aid Managers Council	dl-fam-dir-all@memo.maricopa.edu
Graduation Techs	dl-gradtechs@memo.maricopa.edu
Joint Deans	dl-occdeans@memo.maricopa.edu> dl-acdeans@memo.maricopa.edu
Program Directors	<i>Via Deans</i>
Student Affairs Deans	DL-SADeans@domail.maricopa.edu
Veteran Affairs (Certifying Officials)	dl-vacertoffdo@memo.maricopa.edu
Vice Presidents of Academic Affairs	dl-vpaa@memo.maricopa.edu
Vice Presidents of Student Affairs	dl-vpsa-council@memo.maricopa.edu
Academic and Student Systems Team	dl-student-aa@memo.maricopa.edu
SIS Teams	dl-student-sr@memo.maricopa.edu dl-student-sf@memo.maricopa.edu dl-student-fa@memo.maricopa.edu

**Financial or Budget Implications:**

(Identify any financial or budget implications that may result from the proposed change.)

None

**Other Considerations:**

- It is recommended that a formal process/report be established to identify when students repeat courses to improve their grades at another Maricopa Community College. This could lead to future refinement of the regulation to eliminate the need for students to make a request for repeat course processing.
- Development of a repeat report to find cases where external transfer credit courses (non-MCCCD) are being/can be used to improve a grade.

**Implementation Impacts:**

There is no change in the manner in which these calculations are performed. This is just a documentation of current practice.

**Recommended Effective Term**

2024-2025

**Dissemination/Communication:**

(Identify the dissemination/communication needs related to the proposed change)

**Disposition History:**

Date	Status
1.17.2023	Reviewed by Common Pages Committee
1.19.2024	Sent to VPAS sponsoring Council
2.5.2024	Sent to stakeholders

**PROPOSED CHANGES:**

**2.3.3 Grading**

**1. Policy**

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

**GRADE KEY**

GRADE	VALUE	GRADES CALCULATED IN GPA	CONSIDERED AN ATTEMPT	MAY BE REPEATED
A	4.0 - EXCELLENT	YES	YES	NO
B	3.0 - ABOVE AVERAGE	YES	YES	YES
C	2.0 - AVERAGE	YES	YES	YES

**FINAL LANGUAGE APPROVED BY COMMITTEE:**

**2.3.3 Grading**

**1. Policy**

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

**GRADE KEY**

GRADE	VALUE	GRADES CALCULATED IN GPA	CONSIDERED AN ATTEMPT	MAY BE REPEATED
A	4.0 - EXCELLENT	YES	YES	NO
B	3.0 - ABOVE AVERAGE	YES	YES	YES
C	2.0 - AVERAGE	YES	YES	YES

D	1.0 - BELOW AVERAGE	YES	YES	YES	S
F	0.0 - FAILING	YES	YES	YES	S
I	INCOMPLETE	NO	NO	N/A	A
I	COURSE IN PROGRESS	NO	NO	N/A	A
N	AUDIT	NO	NO	N/A	A
W	WITHDRAWN, PASSING	NO	NO	N/A	A
Y	WITHDRAWN, FAILING	YES	YES	YES	S
P	CREDIT	NO	YES	YES	S
Z	NO CREDIT	NO	YES	YES	S

D	1.0 - BELOW AVERAGE	YES	YES	YES	
F	0.0 - FAILING	YES	YES	YES	
I	INCOMPLETE	NO	NO	N/A	A
I	COURSE IN PROGRESS	NO	NO	N/A	A
N	AUDIT	NO	NO	N/A	A
W	WITHDRAWN, PASSING	NO	NO	N/A	A
Y	WITHDRAWN, FAILING	YES	YES	YES	
P	CREDIT	NO	YES	YES	
Z	NO CREDIT	NO	YES	YES	

\*A "P" is judged to be equivalent to a grade of "C" or higher.

ATTEMPT DEFINITION: A student is enrolled in a class and receives a grade of A,B,C,D,F, Y, P, or Z.

Students who wish to attempt a course after the fourth time will need assistance from the Admissions & Records/Enrollment Services Office to enroll.

If a student has been awarded financial aid, veterans benefits, or other military tuition assistance programs, scholarships, or grants they should check with those offices about repeating classes.

The student is responsible for any tuition and fees associated with each attempt.

NOTE: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of A&R/Enrollment Services and the Instructor of Record or the Department/Division Chair.

## 2. Incomplete Grade

- A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, ~~he or she~~ **THEY** shall define, in a written/electronic contract, how the course will be completed.

\*A "P" is judged to be equivalent to a grade of "C" or higher.

ATTEMPT DEFINITION: A student is enrolled in a class and receives a grade of A,B,C,D,F, Y, P, or Z.

Students who wish to attempt a course after the fourth time will need assistance from the Admissions & Records/Enrollment Services Office to enroll.

If a student has been awarded financial aid, veterans benefits, or other military tuition assistance programs, scholarships, or grants they should check with those offices about repeating classes.

The student is responsible for any tuition and fees associated with each attempt.

NOTE: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of A&R/Enrollment Services and the Instructor of Record or the Department/Division Chair.

## 2. Incomplete Grade

- A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, they shall define, in a written/electronic contract, how the course will be completed.

- B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT re-register for the course to complete the contract **NOR WILL THEY BE ALLOWED TO ATTEND OR OTHERWISE PARTICIPATE IN A CURRENT CLASS IN ORDER TO MAKE UP THE MISSED WORK.**
- C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the [Standards of Satisfactory Academic Progress](#) for details.

3. **Repeating a Course/Improving a Grade**  
Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A "W" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation. However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from

- B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT re-register for the course to complete the contract nor will they be allowed to attend or otherwise participate in a current class in order to make up the missed work.
- C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the [Standards of Satisfactory Academic Progress](#) for details.

3. **Repeating a Course/Improving a Grade**  
Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A "W" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation. However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the admissions and records office at any of

the GPA. The request can be submitted to the admissions and records office at any of the Maricopa Community Colleges that the student attended. Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the College Registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College issuing the official transcript. Check individual courses and programs for exceptions.

**4. Credit/No Credit Courses (P/Z)**

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "[Important Deadlines for Students](#)".

the Maricopa Community Colleges that the student attended. Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the College Registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College issuing the official transcript. Check individual courses and programs for exceptions.

**4. Credit/No Credit Courses (P/Z)**

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "[Important Deadlines for Students](#)".
- C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F),

- C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.
- D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.

It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

**Advisory note:** Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

## 5. Audit Courses

Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn

within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.

- D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.

It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

**Advisory note:** Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

## 5. Audit Courses

Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to



credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the ["Important Deadlines for Students"](#).

## 6. GPA CALCULATION

THERE ARE THREE TYPES OF GPAS: SEMESTER, OVERALL CUMULATIVE, AND GRADUATION.

TYPE	CALCULATION	LOCATED
SEMESTER GPA	CALCULATED USING THE COURSES TAKEN IN THE SEMESTER AT A SINGLE MARICOPA COMMUNITY COLLEGE	UNOFFICIAL AND OFFICIAL TRANSCRIPT  ENROLLMENT

audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the ["Important Deadlines for Students"](#).

## 6. GPA Calculation

There Are Three Types Of GPAs: Semester, Overall Cumulative, And Graduation.

TYPE	CALCULATION	LOCATED
SEMESTER GPA	Calculated Using The Courses Taken In The Semester At A Single Maricopa Community College	Unofficial And Official Transcript  Enrollment Verification
OVERALL CUMULATIVE GPA*	Calculated Using All Courses Taken At A Single Maricopa Community College	Unofficial And Official Transcript  Enrollment Verification

		VERIFICATION
OVERALL CUMULATIVE GPA*	CALCULATED USING ALL COURSES TAKEN AT A SINGLE MARICOPA COMMUNITY COLLEGE	UNOFFICIAL AND OFFICIAL TRANSCRIPT  ENROLLMENT VERIFICATION
GRADUATION GPA	CALCULATED USING ALL THE COURSES APPLIED TOWARD GRADUATION WITH A SPECIFIC DEGREE OR CERTIFICATE, INCLUDING COURSES TAKEN AT THE AWARD-GRANTING MARICOPA COMMUNITY COLLEGE AS WELL AS TRANSFER CREDIT EVALUATED AS EQUIVALENT FROM OTHER MARICOPA COMMUNITY COLLEGES OR OTHER INSTITUTIONS.	DEGREE PROGRESS REPORT

THE GRADE POINT AVERAGE (GPA) OF A STUDENT WILL BE CALCULATED BY MULTIPLYING THE NUMBER OF COURSE CREDITS/SEMESTER HOURS FOR EACH COURSE BY THE GRADE POINT VALUES ASSOCIATED WITH THE GRADE RECEIVED IN THAT COURSE, ADDING THOSE TOTALS TOGETHER, AND DIVIDING THAT SUM BY THE

GRADUATION GPA	Calculated Using All The Courses Applied Toward Graduation With A Specific Degree Or Certificate, Including Courses Taken At The Award-Granting Maricopa Community College As Well As Transfer Credit Evaluated As Equivalent From Other Maricopa Community Colleges Or Other Institutions.	Degree Progress Report
----------------	---	------------------------

The grade point average (GPA) of a student will be calculated by multiplying the number of course credits/semester hours for each course by the grade point values associated with the grade received in that course, adding those totals together, and dividing that sum by the total number of course credits/semester hours. MCCC has a 4.0 scale and does not use a weighted gpa calculation for honors or advanced placement courses.

For a semester GPA, as well as the cumulative GPA, use all regularly graded courses in the GPA calculation.\* refer to the grade key to identify which course grades count toward the GPA calculation. The cumulative GPA is calculated based on individual courses rather than as an average of semester GPAs. All GPAs are truncated to three decimal points.

TOTAL NUMBER OF COURSE CREDITS/SEMESTER HOURS. MCCC HAS A 4.0 SCALE AND DOES NOT USE A WEIGHTED GPA CALCULATION FOR HONORS OR ADVANCED PLACEMENT COURSES.

FOR A SEMESTER GPA, AS WELL AS THE CUMULATIVE GPA, USE ALL REGULARLY GRADED COURSES IN THE GPA CALCULATION.\* REFER TO THE GRADE KEY TO IDENTIFY WHICH COURSE GRADES COUNT TOWARD THE GPA CALCULATION. THE CUMULATIVE GPA IS CALCULATED BASED ON INDIVIDUAL COURSES RATHER THAN AS AN AVERAGE OF SEMESTER GPAS. ALL GPAS ARE TRUNCATED TO THREE DECIMAL POINTS.

\*THE LOWER GRADE OF COURSES REPEATED FOR CREDIT (REFER TO REPEATING A COURSE/IMPROVING A GRADE) AND ACADEMIC RENEWAL COURSES (A.R. 2.3.7 ACADEMIC RENEWAL) ARE NOT CALCULATED IN THE GPA.

EXAMPLE:

COURSE	GRADE	NUMERIC GRADE POINT EQUIVALENT	COURSE CREDITS	GRADE POINT VALUE (QUALITY POINTS = GRADE POINT x CREDITS)

\*The lower grade of courses repeated for credit (refer to repeating a course/improving a grade) and academic renewal courses (A.R. 2.3.7 Academic Renewal) are not calculated in the GPA.

EXAMPLE:

COURSE	GRADE	NUMERIC GRADE POINT EQUIVALENT	COURSE CREDITS	GRADE POINT VALUE (QUALITY POINTS = GRADE POINT x CREDITS)
ENG101	A	4.00	3.00	12.00
PSY101	C	2.00	3.00	6.00
FYE101	B	3.00	1.00	3.00
MAT140	B	3.00	5.00	15.00
PED115	P	0.00	2.00**	0.00**
<b>TOTAL</b>			14.00	36.00

$$\text{GPA} = \frac{36.00 \text{ GRADE POINT VALUE}}{12.00^{**} \text{ COURSE CREDITS}} = 3.00$$

\*\* THE P GRADE IS NOT CALCULATED INTO THE GPA PER THE GRADE SCALE

### 7. Important Deadlines for Students

**AMENDED through the Administrative Regulation Process, June 12, 2023**  
**AMENDED through the Administrative Regulation Process, May 24, 2022**

**AMENDED through the Administrative Regulation Process, June 30, 2020**  
**AMENDED through the Administrative Regulation Process, June 4,2018**

				)
ENG101	A	4.00	3.00	12.00
PSY101	C	2.00	3.00	6.00
FYE101	B	3.00	1.00	3.00
MAT140	B	3.00	5.00	15.00
PED115	P	0.00	2.00**	0.00**
<b>TOTAL</b>			14.00	36.00

GPA = 36.00 GRADE POINT VALUE / 12.00\*\*  
 COURSE CREDITS = 3.00

\*\* THE P GRADE IS NOT CALCULATED INTO THE GPA PER THE GRADE SCALE

**7. Important Deadlines for Students**

**AMENDED through the Administrative Regulation Process, June 12, 2023**  
**AMENDED through the Administrative Regulation Process, May 24, 2022**  
**AMENDED through the Administrative Regulation Process, June 30, 2020**  
**AMENDED through the Administrative Regulation Process, June 4,2018**