

Proficiency Enrollment

Once a student has completed a proficiency in a subject area with a satisfactory grade, he/she may not take a lower proficiency level in that subject area. For example, a student cannot enroll in English 110 after having successfully completed English 110. This does not apply to vocational refresher courses.

Cheating and Plagiarism

Dishonesty in the classroom is considered a very serious offense. Any form of cheating, turning in work which is not one's own, plagiarism, is grounds for disciplinary action. The consequences of these actions are severe and may include the possibility of expulsion.

Grading System

Grades are based upon the quality of work done, that is, upon actual accomplishment in courses offered for credit. Grades are issued at the end of each term.

Grade	Definition
A	The total number of units earned for courses in which a student has earned a grade of A is multiplied by 4. The same type of calculation is done for units earned of B, C, D, and F. The grade point average is then calculated by dividing the total number of grade points earned by the total number of units attempted in which grades of A, B, C, D, and F were assigned.

Grades for repeated courses will be included or excluded as indicated in the Course Repetition policies.

In calculating students' degree applicable grade point averages, grades earned in non-degree applicable courses shall not be included.

Non-Evaluative Symbols

I	Incomplete
I	In progress
W	Withdrawal
W	Military Withdrawal
EW	Excused Withdrawal

Symbol Definitions

P/NP Some courses may be taken for Pass/No Pass grades only; others may be designated by the appropriate divisions to be taken for either standard letter grades or for grades of Pass/No Pass. Students must select this option using the online registration system by the deadline to register for the course.

- Pass will reflect the student has earned the equivalent of a grade of C or higher.
- No Pass will reflect the student has earned the equivalent of a grade of D or F.
- Pass grades are permissible in the student's major field if permitted or allowed by the division or department.

4. Students applying for Pass/No Pass grading must adhere to the same class standards or regulations as a student receiving standard letter grades to their military orders.

Refunds of fees paid, or reversal of fees still owed, will be made for the term in which military withdrawal occurs.