

Grades & Honors

Grades and Grade Points

Courses within the SMCCCD are graded by means of the grading system established by the California Education Code (Title V). Skyline College utilizes two types of grading methods or grade modes: Letter Grade and Pass/No Pass.

Letter Grade

Grades are averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive 4 points and the lowest grades shall receive 0 points using the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4.0 points
A-	Excellent	3.7 points
B+	Good	3.3 points
B	Good	3.0 points
B-	Good	2.7 points
C+	Satisfactory	2.3 points
C	Satisfactory	2.0 points
D+	Passing, less than satisfactory	1.3 points
D	Passing, less than satisfactory	1.0 points
D-	Passing, less than satisfactory	0.7 points
F	Failing	0 points

Pass/No Pass

Each division of the College may designate course(s) in which a student is evaluated on a Pass/No Pass basis only. There are no grade points assigned to this grade mode, as units are not calculated towards GPA. Evaluative symbols are as follows:

Symbol	Definition	Grade Point
P	Pass (satisfactory – C or better)	0 points
NP	No Pass (less than satisfactory or failing)	0 points

Grade Mode Option

Some courses offer both Letter Grade and Pass/ No Pass grade mode options. Grade mode options allow students to explore various fields of study and broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such an option exists will be designated by the Division Dean in consultation with appropriate members of the division faculty.

Students selecting a Pass/No Pass option must select this grade mode at the time of registration or one day prior to Census, through their WebSMART account.

The use of courses graded on a Pass/No Pass basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with appropriate members of the division faculty. A maximum of 12 units toward an Associate Degree, or 6 units toward a Certificate, may be applied from courses in which the student has elected a Pass/No Pass option.

Important: Four year colleges and universities vary widely in the number of units of Pass/No Pass courses they will accept. Students should consult the catalog of the college to which they plan to transfer for its regulations before selecting this option.

Non-evaluative Symbols

I - Incomplete

Appears in the grade column, along with a default grade, and indicates incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the faculty member in a written record which also indicates the default grade (grade assigned in lieu of removal). A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the default grade previously determined by the faculty member will be entered in the permanent record. The Incomplete must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances. The I symbol is not used in calculating units attempted nor for grade points.

IP - In Progress

The IP symbol indicates courses which extend beyond the normal end of an academic term. It indicates that work is In Progress, but that assignment of the evaluative symbol (grade) must wait its completion. The IP symbol shall remain on the student's permanent record in order to satisfy

enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.

RD - Report Delayed

The RD symbol indicates that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible. The RD shall not be used in the calculation of grade point average.

W - Withdrawal

The W symbol indicates withdrawal from a course beyond the last day to drop without a notation appearing on the student record.

MW - Military Withdrawal

The MW symbol indicates military withdrawal.

- Non-degree Applicable

Appears with a grade and indicates a non-degree applicable course.

E - Excluded

As a result of procedures such as Grade Alleviation, Academic Renewal and Course Repetition, a notation of E may appear in the right column of the student academic record to indicate that the course is to be Excluded from the GPA calculation.

I - Included

As a result of procedures such as Grade Alleviation, Academic Renewal and Course Repetition, a notation of I may appear in the right column of the student academic record to indicate that the course is to be or Included in the GPA calculation.

GPA (Grade Point Average)

GPA is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units attempted (See Academic Standards Policy).

A student's grade point average for a degree will not include grades earned in non-degree applicable credit courses.

Courses transferred to Skyline College, Credit by Exam, and Advanced Placement are not included in the District GPA.

Units of Credit

A "unit" of credit represents attendance for one class hour per week for a total of 16 hours throughout one semester in lecture or recitation, with study/preparation outside of class, or three hours in laboratory or other exercises not requiring homework for preparation per week for a total of 48 hours, or an equivalent combination.

Students planning to complete their Associate degree in two years must enroll in and complete 15-16 units per semester. A schedule of 15 college units assumes that the average student will devote approximately 45 hours per week to class attendance and preparation.

Grade Options

Courses will be designated as Letter graded and/or Pass/No Pass. The default for registration when options are offered is a letter grade. Students must select the Pass/No Pass option when registering or within the first 20% of the course. No change can be made in the option after the deadline to change. Be aware of degree and/or transfer requirements when selecting a P/NP option.

Scholastic Honors

Dean's List

A Dean's List of students who have achieved academic honors is published at the end of each semester. The list contains the names of students who previously completed 12 units or more of letter-graded coursework and during the subsequent semester at Cañada College, College of San Mateo, and Skyline College earned a grade point average of 3.3 or above for six or more units.

Honors at Graduation

Recognition of a student's academic excellence will be given at graduation on the basis of their grade point average according to the following scale:

Grade Point Average	Acknowledgement
3.3	Cum Laude
3.5	Magna Cum Laude
4.0	Summa Cum Laude

Final Grade Reports

Each student is responsible for his/her own academic progress. Final grade reports are not mailed to students but are available on WebSMART. **All fees must be paid to be able to access grades.** Dates of final grade availability for specific semesters are published in the current Class Schedule.

Change of Final Grades

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. See "Student Grievance and Appeals Policy" in the Student Records, Responsibilities and Rights section of this Catalog for information on the grade grievance process.