

**MCCCD Policy and Business Process for Revised Grading Policy for Pandemic Response  
March 23, 2020  
Approved by CEC April 8, 2020**

2.3.3 Grading

**2020 Pandemic Response Revised Grading Policy**

For all Spring 2020 courses not concluded prior to March 16, 2020:

1. All classes/sections will be graded P (pass/credit) or Z (no credit).
2. Courses or programs with accreditation or other externally-imposed grading standards that require letter grades are exempt from the mandatory P/Z grading requirement.
3. Students may, at their discretion, opt-in to the original letter grade system provided in the syllabus for each of their courses. Students must opt-in through email or Canvas messaging to their faculty member(s) no later than one calendar week prior to the end of each course. Faculty will honor individual students' choice to opt-in to their original letter grade policy.
4. AZTransfer policies regarding acceptance of P grades within AGEC and for transfer within the State of Arizona have been revised for courses taken during the pandemic response: credits earned with a grade of P may be counted toward graduation and AGEC (Arizona General Education Curriculum).

1. **General 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.

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points per credit hour
I	Incomplete	Not computed in grade point average
IP	Course in Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P*	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn, failing	0 grade points per credit hour
Z	No Credit	Not computed in grade point average

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

2. **Incomplete Grade**

1. 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 shall define, in a written/electronic contract, how the course will be completed.
2. 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.
3. 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 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)**

1. **In any semester**, 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).
2. 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."
3. 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.
4. 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.
5. 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.

**AMENDED by Direct Approval of the Chancellor, April XX, 2020**

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

**AMENDED through the Administrative Regulation Process, June 5, 2017**

**AMENDED through the Administrative Regulation Process, April 23, 2015**

**AMENDED through the Administrative Regulation Process, May 20, 2014**

**AMENDED through direct approval from the Chancellor and Executive Vice Chancellor & Provost, August 7, 2013**

**AMENDED through the Administrative Regulation Process, March 25, 2013**

**AMENDED through the Administrative Regulation Process, March 13, 2012**

**AMENDED through the Administrative Regulation Process, March 4, 2011**

**AMENDED through the Administrative Regulation Process, February 23, 2010**

**AMENDED through the Administrative Regulation Process, March 3, 2009**

**AMENDED through the Administrative Regulation Process, January 24, 2008**

## System Changes Needed:

SIS

Update to grading basis options (SR)

Need to know what courses are not allowable for P/Z option

Communications for students, faculty and staff

## FAQ's

1. **What is a P grade equivalent to?** *A P grade is equivalent to a grade of C or higher and is not computed in the student's grade point average.*
2. **Are there any Title IV Financial Aid or VA Benefit implications?** *P/Z will not impact Financial Aid any differently than a letter grade since the credits will still be awarded, and the P would be equivalent to a passing attempt. From VA Re: Benefits "Grades such as P (Pass) or S (Satisfactory) aren't calculated into an eligible individual's grade point average, but they are 139 counted as earned credit for graduation requirements. Since these grades count as earned credit towards graduation, they aren't punitive. In addition, students on VA benefits should not be graded out prior to the fully graded date of May 26 so as to not negatively impact benefits.*
3. **Any impacts on Student Athletes or International (F1) students?** *Since the Spring seasons were cancelled, should have no impact on athletic eligibility beyond any P grades not being included in GPA and can not assist in improving an athlete's GPA.; no impact on International students "...no negative impact other than in the calculation of the GPA (won't be added). As long as they complete the 12 credits minimum requirement they will be ok...."*
4. **Are there scholarship implications?** *(What if a student's entire spring 2020 ended up with Passing (P) grades? They wouldn't have a GPA for competitive purposes.) Students on scholarship will need to consider implications on their GPA for switching to P/Z grading as their GPA will not be improved by this grading basis. This will need to be emphasized to students in the messaging*
5. **Are there implications for students whose courses are paid for by employers or other third parties?** *Students whose education is being paid for by their employer or a third party should verify that a P grade is allowable prior to making the change.*
6. **Some programs require letter grades for accreditation purposes** *This is part of the proposed language and will need to be emphasized to students in the messaging*
7. Many MCCCDC Healthcare programs have a more stringent grading scale than 79-70% = C (e.g., 83-75% = C)
  - a. The selective admission process for PTA Program does award points for grades achieved in the following prerequisite courses: 1. BIO160 or BIO201: A = 4 points; B = 2 points and 2. ENG101 or ENG102: A = 2 points; B = 1 point
  - b. The PTA Program generally uses the passing standard of 75% for the majority of didactic tests but the passing standard for cumulative final examinations is often 70%. For lab skill competency the passing standard is 80%.
  - c. For the CEP admission, the GPA grants points toward admission but not for any nursing programs in any other manner.
  - d. MaricopaNursing: We would consider a "pass" to be 76% or higher.
8. **Will P grades be accepted in transfer?** *Within the State of Arizona (AZTransfer), policy has been revised to allow application of P grades within the AGECE and in transfer to the universities. We have received confirmation from all three state universities and GCU and University of Phoenix that they will accept P grades issued during the Spring 2020 pandemic.*
9. **Will a P grade replace a prior failing Grade or repeat to improve?** *NO*
10. **What are the financial aid and veterans implications to changing to P grade?** *See items above; Annette to follow up with SIS team--must continue to meet academic progress and earn credit.*
11. *Will a P grade be allowed to satisfy degree and prerequisite requirements? Yes.*

