

# Grades & Student Classifications

## Classification of Students

Students at Mt. SAC are classified as follows:

- **Full time** — enrolled in 12 or more units during a Fall or Spring semester, or 4 or more units during a six-week session.
- **Part time** — enrolled in less than 12 units during a Fall or Spring semester, or less than 4 units during a six-week session.
- **Freshman** — a student who has completed less than 30 degree applicable units of credit.
- **Sophomore** — a student who has completed 30 or more degree applicable units of credit.

## Final Grades by Telephone or Online

Final grades for the previous semester will be available via [my.mtsac.edu](http://my.mtsac.edu) and through the telephone registration system beginning the **3rd week of the following term**.

- When you **visit [www.my.mtsac.edu](http://www.my.mtsac.edu)**, you will be directed to the appropriate screen to view your transcript.
- When you dial **(909) 595-MSAC (909-595-6722)**, you will be offered the option of grades or registration. To access the system, you must enter identifying information such as a Student I.D. and Pin Number.
- When you select the final grade option, the system will respond with the reference number and course name followed by the semester grade and the semester grade point average. In summary, you will be notified of dismissal and/or probationary status where appropriate.
- If you need a copy of your grades, you can obtain a student copy of your Mt. SAC transcript at the from the kiosk located in the Student Services Center. You can request official transcripts in the Admissions Office.

Any student interested in taking measures to prevent grades from being released by telephone should go to the Admissions Office in the Student Services Center to file a request for security block on access to grades by telephone. Please note, a security block will also block students from registering by telephone.

## Credit/No-Credit Grades

Some classes offered at Mt. SAC are available with two different grading options: letter grade (A, B, C, D, F) or a Credit/No-Credit (Credit: A, B, or C; No-Credit: The equivalent of D or F). A few classes are offered for Credit/No-Credit only. These courses are designed to encourage students to explore areas outside their major field of study in order to broaden and enrich their

collegiate experience, and to afford an opportunity for departments to offer courses in which there is diminished emphasis on grades. **The Credit/No-Credit grading option is not available for General Education courses.**

In courses offering both grading options, students are automatically registered on a letter-grade basis at the time of registration. If a change is desired, students must declare their intent to be graded on a Credit/No-Credit basis at the Admissions and Records Office **no later than the last day of the fifth week of instruction in a regular semester class. The grading option may not be changed at a later date.** See the Spring 2008 Calendar (located in the pullout section) for the last day to change the grading option for regular semester length courses. Those enrolled in short-term courses of less than semester length, but greater than six weeks, must determine their grading option no later than the end of the first 30% of the course or 30% of the hours of instruction listed in the description for an open-entry/open-exit course. In any short-term course of less than six weeks, students must determine the grading option at the time of registration.

Credit toward graduation by using Credit/No-Credit classes is limited to a maximum of sixteen units. Courses taken for Credit/No-Credit are not counted in calculating the grade point average, nor in determining eligibility for the Dean's List or President's list. However, these courses are considered in probation and dismissal procedures.

## Incomplete Grades

A faculty member may approve a petition for an Incomplete, "I," for work missed commencing with the 14th week of a regular semester (or after 85% of a short-term class under the circumstances listed below:

- A. Verifiable serious illness or emergency
- B. Verifiable work conflict
- C. Call to active military duty

The requirements for removal of the "I" shall be stated by the instructor on the "Petition to Request Incomplete Grade" form. Approval of an incomplete and the assignment of a replacement grade are at the discretion of the instructor. If the "I" is not made up within one year of its issue, the predetermined replacement grade will be assigned. If a grade was not predetermined, the "I" will revert to an "F". **Students may not re-register in a class while an "I" is in effect for that class.**

## Prerequisites and Advisories

Faculty at Mt. SAC have established prerequisites, corequisites and advisories for courses. **If students do not meet the prerequisite or corequisite requirements, they will be blocked from enrolling in those courses.** Transcripts and grade report cards from other colleges must be evaluated prior to registration to satisfy pre- and corequisites.