

## INSTRUCTIONAL SERVICES

**AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS****References:**

Title 5 Sections 55023 and 55024

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

**Evaluative symbols:**

- A Excellent** (Grade Point = 4)  
**B Good** (Grade Point = 3)  
**C Satisfactory** (Grade Point = 2)  
**D Less than satisfactory** (Grade Point = 1)  
**F Failing** (Grade Point = 0)  
**FW Failing for unofficial withdrawal** (Grade Point = 0) – The FW symbol may not be used if a student has qualified for and been granted a military withdrawal.
- P Pass** (At least satisfactory – units awarded are not counted in the GPA). The P has the same meaning as the historically used CR. May be used for credit and noncredit.
- NP No pass** (Less than satisfactory or failing – units are not counted in the GPA). The NP has the same meaning as the historically used NC May be used for credit and noncredit.

Courses may be offered in one of the following categories:

- Courses in which all students are evaluated on a pass/no pass grading basis.
- Courses in which each student may elect to take the course on a pass/no pass grading basis. The student may elect the pass/no pass option and/or reverse that election up to the day before the last scheduled class meeting or the day before the end of the term/session for online classes.
- Courses that are only offered as a graded course. Pass/no pass not allowed for these courses.

A student electing to be evaluated on the pass/no pass grading basis will receive both course credit and unit credit upon satisfactory completion of the course. Units attempted for which no pass (NP) is recorded shall be considered in progress probation

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and dismissal procedures. In computing a student's grade-point average, grades of pass (P) or NP are omitted.

A grade of P is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a grade of NP. Students may repeat a course previously taken for an evaluative grade on a pass/no pass grading basis. A student who earns a P upon repetition may petition for grade adjustment if the previous grade was a D, F, or FW. The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

Students are advised that baccalaureate level institutions may limit the number of pass/no pass units eligible for transfer and may apply their own interpretation for GPA calculations.

**SP Satisfactory progress toward completion of the course** – used only for noncredit. Student has made satisfactory progress toward a number of learning objectives for the course but has not achieved sufficient mastery of the learning objectives to be successful at the next level (or to complete the course satisfactorily).

#### **Non-Evaluative symbols:**

**V Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the I shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the I and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the registrar until the I is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The I may be made up no later than one year following the end of the term in which it was assigned. The I symbol shall not be used in calculating units attempted nor for grade points.

**IP In progress:** The IP symbol shall be used only in courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await 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. The IP symbol shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an IP and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student’s permanent record for the course.

- RD Report delayed:** The RD symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.
- W Withdrawal:** Withdrawal from a course or courses shall be authorized through the 50 percent point of the term or session. The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023 other than a "W."
- MW Military withdrawal:** Members of an active or reserve United States military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol "MW," will be assigned after the "no notation" period. The "MW" will not be counted in progress probation, or dismissal calculations, or in calculating the permitted number of withdrawals and will not have any adverse effect on the academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee.
- EW Excused withdrawal:** An Excused Withdrawal (EW) will be granted for one of two reasons: extraordinary conditions or extenuating circumstances.
- An extraordinary condition is defined in title 5 § 58146 and includes an event that affects the entire population such as a fire, flood, earthquake, pandemic, etc. and may result in the college cancelling classes or in a student withdrawing from classes.
  - An EW will also be granted due to extenuating circumstances (defined in T5 § 55045) which is a student specific event such as an accident, illness, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances beyond the control of the student.

In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid- semester transfer.

Documentation from the student is not required for an Excused Withdrawal before a final grade is assigned, therefore, a student may withdraw from a class with an Excused Withdrawal through self-certification for Extenuating Circumstances during this time period. After a final grade is assigned, a student may petition for an excused withdrawal. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol shall be assigned for up to three (3) years after a final grade has been recorded.

Excused withdrawal shall not be counted in progress probation and dismissal calculations. Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

For information on grade symbols and grade point average, see the catalog.

Office of Primary Responsibility: Student Services