



**AP 4230**

**GRADING AND ACADEMIC RECORD SYMBOLS**

**References:**

Title 5 Section 55023, 55024, 55040, 55042, 55045, and 58161

**Evaluative Symbols**

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive no more than four (4.0) points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

**Evaluative Symbols include:**

<b>SYMBOL</b>	<b>DEFINITION</b>	<b>GRADE POINT</b>
A+	Excellent	4.0
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
D+	Less than satisfactory	1.3
D	Less than satisfactory	1.0
D-	Less than satisfactory	0.7
F	Failing	0.0
FW	Failing (Unauthorized Withdrawal)	0.0
	The "FW" symbol may not be used in place of a qualified military withdrawal or an excused withdrawal.	
P	Pass (at least satisfactory--units awarded not counted in GPA)	
NP	No Pass (less than satisfactory, or failing--units not counted in GPA)	
SP	Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)	



**Non-Evaluative symbols include:**

**I\* – Incomplete**

An Incomplete (I\*) non-evaluative symbol may be issued at the end of the term by the instructor for unforeseeable, emergency, and justifiable reasons that preclude a student's final completion of course requirements. Incomplete where "\*" indicates the default grade to be received by the student if the incomplete is not completed by the date indicated on the contract. An "I\*" requires an Incomplete Contract signed by the instructor and student which shall contain the conditions for the removal of the "I" and the grade assigned if the Incomplete Contract conditions are not met within the stipulated time frame. A copy of this contract must be given to the student and a copy submitted to Admissions & Records by the instructor and will be kept on file 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\*" shall be made up no later than the end of the following semester (i.e., Summer term -- by the end of Fall semester; Fall semester -- by the end of Spring semester, and Spring semester -- by the end of Fall semester).

The "I\*" shall not be used in calculating units attempted or grade point. However, units attempted for which "I\*" is recorded shall be considered in Progress Probation and Disqualification procedures.

The student may petition the Scholastic Standards Committee for a time extension due to extenuating circumstances.

**IP – In Progress**

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress" but that assignment of a substantive 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 grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed.

The "IP" 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.

The application of an “IP” symbol is determined by the Educational Programs Division in consultation with the faculty member.

### **W – Withdrawal**

No notation (“W” or other) shall be made on the academic record of the student who withdraws prior to the first census (which is the end of the second week of the Fall/Spring semesters and 20% of the length of the course for all other courses and in the summer term). A student may withdraw from semester-length courses through the last business day of the 9<sup>th</sup> week of the semester (and no later than 60% of the length of the course for all other courses and in summer term) and shall receive a “W” symbol.

### **MW – Military Withdrawal**

A military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal will be permitted at any time during the term. The withdrawal shall be noted as a military withdrawal (“MW”) on the student’s record. The student shall complete and submit the Military Withdrawal Form to Admissions and Records. The petition shall be reviewed by the Scholastic Standards Committee and if granted an “MW” would be assigned by Admissions and Records. Military withdrawals shall not be counted in progress probation or disqualification calculations and shall not be counted for the permitted number of withdrawals or counted as an enrollment attempt. The District shall post a credit for eligible enrollment fees to the student’s account.

### **EW – Excused Withdrawal**

The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. The symbol reflects that a student’s withdrawal from a course was compelled by circumstances beyond the student’s control. The student shall complete and submit the Petition for Waiver of College Regulations to Admissions and Records. The petition shall be reviewed by the Scholastic Standards Committee and if granted an “EW” would be assigned by Admissions and Records. Excused withdrawals shall not be counted in progress probation or disqualification calculations and shall not be counted for the



permitted number of withdrawals or counted as an enrollment attempt. The District shall post a credit for eligible enrollment fees to the student's account.

**RD – Report Delayed**

The "RD" symbol was used until Summer 2007 and was may only be assigned by the Administrator of Admissions & Records. It was to be used when there was 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. The "RD" shall not be used in calculating grade point averages.

Also see AP 5075 titled Course Adds and Drops

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