

## **Students and Student Services**

### **C. Academic Standards**

#### **5231 Administrative Symbols "IP", "RD", "I", and "MW"**

##### **1. Administrative Symbol "IP" - Mastery Learning Courses**

The Administrative symbol "IP" is established to indicate coursework "in progress." Its use is limited to mastery learning courses. It may be used only for a student who is making satisfactory progress toward the completion of a course but who has not completed all of the modules by the end of the semester or session.

The symbol "IP" is not a grade; therefore, it has no value in calculating unit credit, grade point average, or grade point balance. Only one symbol "IP" may be received by a student for any one mastery learning class; therefore, the class must be completed within two academic terms (semester or session).

##### **2. Administrative Symbol "RD" - Report Delayed**

The administrative symbol "RD" may be assigned by the Registrar only. It is to be used only 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 grade/symbol, as soon as possible. "RD" shall not be used in calculating grade point averages.

##### **3. Administrative Symbol "I" - Incomplete**

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered by the instructor on the student's permanent record. The following documentation shall be maintained in writing by the Registrar:

- a. The condition(s) stated by the instructor for removal of the "I."
- b. The letter grade to be assigned when the stipulated work has been completed or the letter grade to be assigned if the work has not been completed within the designated time limit.

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The "I" shall be made up by the end of the term or semester following the date it was granted. The student may petition to extend this deadline date because of extenuating circumstances, but it will require the approval of the Vice President of Student Services or designee, and the instructor of record.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

#### **4. Administrative Symbol "MW" - Military Withdrawal**

The Military Withdrawal ("MW") symbol is part of the Academic Record Symbols and Grade Point Average regulations to assist students who are members of an active or reserve military service, and who receive orders compelling withdrawal from courses. The "MW" symbol shall not be used in calculating units attempted for grade points or progress. There shall not be any charge for Military Withdrawal, and a full refund of enrollment fees shall be made for all class(es) from which the student must withdraw.