

**Academic Affairs**

**AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

**Reference(s):**

Title 5 Section 55051, 55052, 55052.5, 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 of 4

B – Good – grade point of 3

C – Satisfactory – grade point of 2

D – Passing (Less than satisfactory) – grade point of 1

F – Failing – grade point of 0

P – Passing (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)

The Academic Grade Point Average is an index of the quality of a student's work.

To enable the calculation of grade point average, eligibility for honors and recognition, and other scholastic status, letter grades are converted to numerical form. The grade point average (G.P.A.) is calculated by dividing total grade points by total units attempted:

$$\text{G.P.A.} = \frac{\text{Total Grade Points}}{\text{Total Units Attempted}}$$

**Non-Evaluative symbols:**

I – Incomplete

IP – In progress

RD – Report delayed

W – Withdrawal

MW – Military withdrawal

EW – Excused Withdrawal; Withdrawal for Extenuating Circumstances used to denote withdrawal in accordance with Title 5 Section 55024.

**"I" – Incomplete**

Incomplete academic work for unforeseeable emergency and justifiable reasons 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 responsible Admissions and Records Administrator or designee:

- The condition(s) stated by the instructor for removal of the "I."
- 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.

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 Chief Instructional Officer or designee, and the instructor of record if available.

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

### **"IP" – In Progress**

The administrative symbol "IP" is established to indicate coursework "in progress" 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 administrative symbol "RD" may be assigned by the responsible Admissions and Records Administrator or designee 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.

### **"W" – Withdrawal**

The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less).

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to Title 5 Section 55024.

A student may withdraw and receive a "W" symbol on record no more than three times in the same course. In this case, to re-enroll for the same course, a student would need to petition with approval by the Chief Instructional Officer to enroll again in a course after having reached the limit on the authorized number of "W" symbols in the same course in colleges within the district.

### **"MW" - Military Withdrawal**

The Military Withdrawal ("MW") symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024. The "MW" symbol shall not be used in calculating units attempted for grade points or progress.

The "MW" shall not be counted in progress probation and dismissal calculations. Military withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Upon petition of a student who receives an order compelling a withdrawal from courses, the District shall refund the entire enrollment fee unless academic credit is awarded.

### **"EW" - Excused Withdrawal**

Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting course completion in accordance with Title 5 Section 55024. These events may include an accident or illness, or other circumstances making course completion impracticable. Upon consultation with the course faculty and verification of circumstances beyond the control of the student, an excused withdrawal symbol may be assigned. The withdrawal symbol so assigned shall be an "EW." 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.

### **Credit for Prior Learning Notation**

A notation is used for credit earned through successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of prior learning, if the Colleges determine that such prior learning satisfies the standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.

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**Approved:** February 18, 2014; Edited August 21, 2018

**Board Reviewed:** May 17, 2022; December 15, 2020