

BP4230 Grading and Academic Record Symbols

Reference:

*Education Code Sections 76224; Title 5, Sections 55020 - 55025*

When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the instructor of the course. The determination of the student's grade, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

4230.1 Symbols and Grade Points

The grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The following equivalent symbols shall be used:

Symbol	Definition	Grade Point
A	Excellent	4 grade points per unit
B	Good	3 grade points per unit
C	Satisfactory	2 grade points per unit
D	Passing (less than satisfactory)	1 grade points per unit
F	Failing	0 grade points per unit
FW	Failing (stopped attending after the W deadline)	0 grade points per unit
P	Credit (at least satisfactory)	Units not counted in GPA
NP	No Credit (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

4230.2 Pass, No Pass Grading

The District may offer courses in either or both of the following categories and shall specify in the catalog the category into which each course falls:

- A. Courses wherein all students are evaluated on a "pass-no pass" basis.
- B. Courses wherein each student may elect on registration, or no later than the end of the first 30% of the term, whether the basis of evaluation is to be

"pass-no pass" or a letter grade. Once selected a student may not reverse the grading option for the course.

C. All units earned on a "pass-no pass" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

D. Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.

E. Independent study courses may be graded on a "pass-no pass" basis in accordance with this policy.

F. For courses in which there is a single standard of performance for which unit credit is assigned, the "P/NP" grading system shall be used to the exclusion of other grades. Pass shall be assigned for meeting that standard, No Pass for failure to do so.

#### 4230.3 The "FW" grade symbol

This symbol will be used to indicate a student has both ceased participating in a course sometime after the last day to officially withdraw from the course without having achieved a final passing grade, and the student has not received district authorization to withdraw from the course under extenuating circumstances.

A. For the purposes of calculating grade points, and for determining academic standing per District Policy 4250, the "FW" symbol will be treated in the same manner as the "F".

B. For the purposes of determining course repetition per District Policy 4225. The "FW" symbol will be treated in the same manner as the "F".

Per the California Code of Regulations, Title 5, Section 55023(e) the District will use the following non-evaluative symbols:

#### 4230.4 Incomplete (I)

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record.

This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This 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.

A. The "I" must be made up prior to the end of the ensuing semester in which the Incomplete was assigned.

B. Students who have been issued an "I" symbol may not re-enroll in the same course while the "I" is pending completion.

C. An Incomplete may not be issued unless the withdrawal deadline for the course has passed.

E. The instructor and student must mutually agree that the instructor can issue an Incomplete.

F. The "I" symbol shall not be used in calculating units attempted or for grade points. However, per District Policy 4251, the "I" is used when calculating progress probation and dismissal.

G. The District board shall adopt and publish a process whereby a student may petition for a time extension due to unusual circumstances.

#### 4230.5: In Progress (IP)

The "IP" symbol shall be used only in those courses that 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.

A. The "IP" shall not be used in calculating grade point averages.

B. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with this policy to be recorded on the student's permanent record for the course.

#### 4230.6: Report Delayed (RD)

The "RD" symbol may be assigned by the Admissions & Records office 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.

A. "RD" shall not be used in calculating grade point averages.

#### 4230.7: Withdrawal (W)

Withdrawal from a class or classes shall be authorized through 75% of the term.

A. The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in this Section other than a "W."

B. In accordance with Title 5, section 55024, a student may receive no more than three withdrawals for any one course.

C. Students may withdraw from a class or classes in verifiable extenuating circumstances after 75% of the term upon petition (to the Academic Standards Committee) by the student, or his or her representative, and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

D. No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first two weeks, or 20% of a term, whichever is less. A student who misses the established deadline to withdraw with no notation ("W" or other) may petition for a complete withdrawal without a "W" by submitting documentation of verifiable extenuating circumstances that occurred during the first two weeks or 20% of the term.

E. Withdrawal after the end of 75% of a term when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W." A student who completes a course, for example, by taking a final exam, turning in a final paper or project, or giving a final speech or performance, is not eligible for a late withdrawal under any circumstance.

F. For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair, division dean, or appropriate administrator, will act on behalf of the instructor.

G. The "W" shall not be used in calculating grade point averages, but excessive "W"s as defined in District Policy 4251, shall be used as factors in probation and dismissal procedures.

H. All petitions for withdrawals without a "W" or withdrawals with a "W" must be completed and submitted to the Academic Standards Committee no later than 12 months subsequent to the end of the term for which the student is requesting the withdrawal. This 12-month timeframe also applies to student's who enroll in a class or classes and never attend. Students may appeal to the Chief Student Services Officer for a maximum 12-month extension of this time limit. Appeals must be based upon extenuating circumstances as defined elsewhere in this policy.

The maximum timeline for which the Academic Standards Committee will consider a petition is 24 months from the end of the term for which the student is requesting the late withdrawal, regardless of whether the student ever attended the course. If the appeal is approved, and the timeline extended, the Academic Standards Committee will review the petition at that time.

I. A maximum of 15 cumulative units taken at College of the Canyons may be notated as either "W," or drop without a "W," or some combination thereof, through the petition process, unless a recommendation is made to exceed that maximum by an academic counselor. This does not preclude students from withdrawing themselves using the standard method and timelines available.

J. According to Title 5, section 55024, a "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleged discriminatory treatment.

K. A "W" shall not be assigned to a student subject to fire, flood or other natural disasters. Students affected by this type of situation should file a petition to the academic standards committee to remove the "W."

L. The District will notify a student after the second withdrawal from a course of this policy and refer them to the Counseling Office. The Counseling Office will provide guidance to enable the student to successfully complete the course.

#### 4230.8: Military Withdrawal (MW)

"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 symbol may be assigned at any time after the period established by the district during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW."

- A. Military withdrawals shall not be counted in progress probation and dismissal calculations.
- B. In no case would a military withdrawal result in a student being assigned an "FW" grade.
- C. Military withdrawals shall not be counted in the total ~~of~~ for the three withdrawal limitation ~~of~~ for any one course.

#### 4230.9 Excused Withdrawal (EW)

"Excused Withdrawal" occurs when a student must withdraw from a course due to reasons beyond their control. The student must provide the college with documentation of the extenuating circumstance that cause them to no longer attend the course.

- A. Excused withdrawals shall not be counted in progress probation and dismissal calculations.
- B. In no case would an excused withdrawal result in a student being assigned a "FW" grade.
- C. Excused withdrawals shall not be counted in the total for the three withdrawal limitation for any one course.

"Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, 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 as described in (a)(2), making course completion impracticable. 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. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

(2) Excused withdrawal shall not be counted in progress probation and dismissal calculations.

(3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

(4) In no case may an excused withdrawal result in a student being assigned an "FW" grade.

**Board Approved: June 26, 2019**

**Next Review Date: Spring 2025**