BP 4230  Grading and Academic Record Symbols

Reference: Title 5 Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall include the “FW” grade for unofficial withdrawal usually due to non-attendance and without having achieved a final passing grade

See Administrative Procedure 4230
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4230.1 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:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 grade points per unit</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 grade points per unit</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2 grade points per unit</td>
</tr>
<tr>
<td>D</td>
<td>Passing (less than satisfactory)</td>
<td>1 grade points per unit</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 grade points per unit</td>
</tr>
<tr>
<td>FW</td>
<td>Failing (stopped attending after the W deadline)</td>
<td>0 grade points per unit</td>
</tr>
<tr>
<td>P</td>
<td>Pass (at least satisfactory)</td>
<td>Units not counted in GPA</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory or failing)</td>
<td>Units not counted in GPA</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
<td>Units not counted in GPA</td>
</tr>
</tbody>
</table>

4230.1A: 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:

4230.1A (1) Courses wherein all students are evaluated on a “pass-no pass” basis.

4230.1A (2) 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.

4230.1A (3) 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.

4230.1A (4) 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.

4230.1A (5) Independent study courses may be graded on a “pass-no pass” basis in accordance with this policy.

4230.1A (6) 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.

4230.2 The “FW” grade symbol will be used to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances.

4230.2A For the purposes of calculating grade points, and for determining academic standing per District Policy 5906, the “FW” symbol will be treated in the same manner as the “F”.

4230.2B For the purposes of determining course repetition per District Policy 5901. The FW symbol will be treated in the same manner as the “F”.

4230.3 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.

4230.3A The “I” must be made up prior to the end of the ensuing semester in which the Incomplete was assigned.

4230.3B Students who have been issued an “I” symbol may not re-enroll in the same course while the “I” is pending completion.

4230.3C An Incomplete may not be issued unless the withdrawal deadline for the course has passed.

4230.3D The instructor and student must mutually agree that the instructor can issue an Incomplete.

4230.3E The “I” symbol shall not be used in calculating units attempted or for grade points. However, per District Policy 5906, the “I” is used when calculating progress probation and dismissal.

4230.3F The District board shall adopt and publish a process whereby a student may petition for a time extension due to unusual circumstances.

4230.4 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.

4230.4A The “IP” shall not be used in calculating grade point averages.
4230.4B 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.

4230.5 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.

4230.5A “RD” shall not be used in calculating grade point averages.

4230.6 Withdrawal (W)
Withdrawal from a class or classes shall be authorized through 75% of the term.

4230.6A 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.”

4230.6B In accordance with Title 5, section 55024, a student may receive no
more than four withdrawals for any one course. The withdrawals
may be submitted by a student, an instructor, or by petition. A
student may not earn a fifth withdrawal for any one course. On the
fifth attempt to take the same course, a grade other than a “W”
must be assigned by the instructor and will appear on the student’s
academic record beyond the second week, or 20% of the term,
whichever is less.

4230.6C 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.

4230.6D 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.
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.

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.

The “W” shall not be used in calculating grade point averages, but excessive “W”s (as defined in District Policy 5906) shall be used as factors in probation and dismissal procedures.

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 one year subsequent to the end of the term for which the student is requesting the withdrawal. This one-year 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 an extension of this time limit. Appeals must be based upon extenuating circumstances as defined elsewhere in this policy.

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.

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, or that the student reasonably believed that remaining in the course would subject him or her to discriminatory treatment.

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.”

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.”

4230.7A Military withdrawals shall not be counted in progress probation and dismissal calculations.

4230.7B In no case would a military withdrawal result in a student being assigned an “FW” grade.

4230.7C Military withdrawals shall not be counted in the total of four withdrawal limitation of any one course.

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