



## AP 4230 Grading and Academic Record Symbols

References:

Title 5 Sections 55023, 55024, 55051, 55052, and 55052.5

### Symbols and Grade Points

Grades derived from the 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:

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	Less than satisfactory	1 grade point 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 toward course completion	Used for noncredit courses only and is not supplanted by any other symbol
W	Withdrawal	Units not counted in GPA
MW	Military Withdrawal	Units not counted in GPA or in progress standing

EW	Excused Withdrawal	Units not counted in GPA or in progress standing
I	Incomplete	Not a final grade. Units not counted in GPA or in progress standing.
RD	Report Delayed	Not a final grade. Units not counted in GPA or in progress standing.

1. 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**:

2. Incomplete (I)

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the course 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 on the "Incomplete Grade Agreement," the form for which shall be made available by the Office of Admissions and Records and submitted by instructor of record. 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.

- d. The instructor and student must mutually agree that the instructor can issue an Incomplete.
- e. The "I" symbol shall not be used in calculating units attempted or for grade points. However, the "I" is used when calculating progress probation and dismissal, in accordance with applicable District policy or procedure.
- f. The Office of Admissions and Records shall adopt and publish a process whereby a student may petition for a time extension due to unusual circumstances.

### 3. 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.

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

### 5. Withdrawal (W)

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

- a. In accordance with Title 5, section 55024, a student may receive no more than three withdrawals for any one course.
- b. Students may withdraw from a class or classes in verifiable extenuating circumstances after 75% of the course length 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.

- c. 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 the course length, 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 course length.
- d. For purposes of withdrawal policies, the phrase "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.
- e. The "W" shall not be used in calculating grade point averages, but excessive "W"s shall be used as factors in probation and dismissal, in accordance with applicable District policy or procedures.
- f. 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 24 months after the end of the term for which the student is requesting the withdrawal. This 24-month timeframe also applies to students who enroll in a class or classes and never attend.
- g. 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.
- h. A "W" shall not be assigned to a student impacted by fire, flood or other natural disasters. Students so affected must petition the Academic Standards Committee to remove the "W."

## 6. 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 a "FW" grade.
- c. Military withdrawals shall not be counted in the total for the three withdrawal limitation for any one course.

#### 7. Excused Withdrawal (EW)

Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative. "Excused Withdrawal" occurs when a student must withdraw from a course due to reasons beyond their control. The student must complete the Academic Standards Committee petition to request an EW for 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.
- d. An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.
- e. An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition, as defined in Title 5, section 58509.
- f. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

#### 8. Credit for Prior Learning (CPL)

A note code shall be used on transcripts to denote Credit for Prior Learning, as defined by and earned according to District policy and procedure. The note code shall be described on the transcript legend.

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