

AP 4230 Grading and Academic Record Symbols

Grading symbols are used to denote the quality of a student's work in credit classes within the framework of the District's philosophy, academic standards, and state regulations. 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

Grade	Grade Points Per Unit	Definition of Grade Symbols
A+	4.0	Excellent
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2.0	Satisfactory
D+	1.3	Less than satisfactory
D	1.0	Less than satisfactory
D-	0.7	Less than satisfactory
F	0.0	Failing
FW	0.0	Unauthorized withdrawal
P	N/A	Passing (at least satisfactory – units awarded not counted in GPA)
NP	N/A	No Pass (less than satisfactory or failing – units not counted in GPA)
SP	N/A	Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)



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The “FW” grade symbol indicates 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. The “FW” symbol may not be used if a student has qualified for and been granted a military withdrawal.

Non-Evaluative Symbols

I – Incomplete: Incomplete academic work due to unforeseeable emergency and justifiable reasons at the end of the term. The “I” may be made up no later than one year following the end of the term in which it was assigned. Students do not re-enroll in the class but make arrangements with the instructor to complete coursework and receive a final grade. Coursework shall be completed within one year, or the “I” grade will default to an alternate grade indicated by the instructor. The conditions for the removal of the “I” grade shall be stated by the instructor in a written record. This record shall also indicate the default alternate grade that will be assigned if coursework is not completed. The 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. The student or his/her proxy shall sign a contract that defines the terms of the incomplete. 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. “I” grades are not used in calculating GPA or units attempted.

IP – In progress: The “IP” symbol shall be used only in courses which extends beyond the normal end of the academic term. It indicates that coursework is “in progress,” but that assignment of a grade must await its completion. The “IP” may be assigned only one time for each class. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The student must re-enroll in the course the following semester by the Last Day to Add Classes and coursework must be completed according to the terms of the contract with the instructor. The appropriate 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 student who is assigned an “IP” and does not re-enroll in the course or complete coursework the following semester will be issued a default alternate grade indicated by the instructor (usually substandard). “IP” grades are not used in calculating GPA.



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RD – Report delayed: Official grade has not been reported by the instructor. The “RD” symbol can only be assigned by the registrar. It is to be used when there is a delay in reporting a student’s grade 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” is not used in calculating GPA.

W – Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. It is assigned to students who officially withdraw from a class after 22% and before 61% of the course has elapsed. “W” grades are not used in calculating GPA, but are used as factors in probation and dismissal procedures.

MW – Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024. Students who receive military orders compelling withdrawal from classes shall be permitted to withdraw at any time during a term with no adverse impact on academic records or enrollment status. Students shall show copies of military orders before the “MW” can be processed and a refund issued. Military withdrawal shall not be counted in progress probation or dismissal calculations.

EW – Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. An “EW” may be issued when a student is compelled to withdraw from a course due to circumstances beyond his/her control. Students shall submit a Petition for Excused Withdrawal and supporting documentation for approval before the “EW” can be processed. Excused withdrawal shall not be counted in progress probation or dismissal calculations, nor shall it be counted towards the permitted number of withdrawals, nor as an enrollment attempt.

References: Title 5 Sections 55023 and 55024

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(Replaces former Administrative Procedure 4.6.6)

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