

**Academic Affairs**

1 **AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

2 **References:**

3 Title 5, Sections 55023 and 55024

4 Grades from a grading system shall be averaged on the basis of the point equivalencies  
5 to determine a student's grade point average using only the following evaluative  
6 symbols:

7 **Evaluative symbols:**

8 **A** – Excellent (Grade point = 4)

9 **B** – Good (Grade point = 3)

10 **C** – Satisfactory (Grade point = 2)

11 **D** – Less than satisfactory (Grade point = 1)

12 **F** – Failing (Grade point = 0)

13 **P** – Passing (at least satisfactory – units awarded not counted in GPA)

14 **NP** – No Pass (less than satisfactory, or failing – units not counted in GPA)

15 **SP** = Satisfactory Progress towards completion of the course (Used for noncredit  
16 courses only and is not supplanted by any other symbol)

17 **FW** – The “FW” symbol may not be used if a student has qualified for and been granted  
18 a military withdrawal. If “FW” is used, its grade point value is 0.

19 **Non-Evaluative symbols - general:**

20 **I** – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable  
21 reasons. The condition for the removal of the “I” shall be stated by the instructor in a  
22 written record. The record shall contain the conditions for the removal of the “I” and the  
23 grade assigned in lieu of its removal. The record must be given to the student with a  
24 copy on file with the registrar until the “I” is made up or the time limit has passed. A final  
25 grade shall be assigned when the work stipulated has been completed and evaluated,  
26 or when the time limit for completing the work has passed. The “I” may be made up no  
27 later than one year following the end of the term in which it was assigned. The “I”  
28 symbol shall not be used in calculating units attempted nor for grade points.

29 **IP** – In Progress: The “IP” symbol shall be used only in courses which extend beyond  
30 the normal end of an academic term. It indicates that work is “in progress,” but that  
31 assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol  
32 shall remain on the student's permanent record in order to satisfy enrollment  
33 documentation. The appropriate evaluative symbol (grade) and unit credit shall be  
34 assigned and appear on the student's permanent record for the term in which the  
35 course is completed. The “IP” symbol shall not be used in calculating grade point  
36 averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP”  
37 and does not re-enroll in that course during the subsequent term, the appropriate faculty

38 will assign an\_evaluation symbol (grade) to be recorded on the student's permanent  
39 record for the course.

40 **RD** – Report Delayed: The “RD” symbol may be assigned by the registrar only. It is to  
41 be used when there is a delay in reporting the grade of a student due to circumstances  
42 beyond the control of the student. It is a temporary notation to be replaced by a  
43 permanent symbol as soon as possible. “RD” shall not be used in calculating grade  
44 point averages.

45 **Non-Evaluative symbols – withdrawal other than FW:**

46 **W** – Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with  
47 the requirements of Title 5 Section 55024.

48 **MW** – Military Withdrawal: The “MW” symbol may be used to denote military withdrawal  
49 in accordance with Title 5 Section 55024, including

50 (1) Military Withdrawal (MW) occurs when a student who is a member of an active or  
51 reserve United States military service receives orders compelling a withdrawal from  
52 courses. Upon verification of such orders, a withdrawal symbol may be assigned at  
53 any time after the period established by the governing board during which no  
54 notation is made for withdrawals. The withdrawal symbol so assigned shall be  
55 "MW."

56 (2) Military withdrawals shall not be counted in progress probation and dismissal  
57 calculations.

58 (3) Military withdrawals shall not be counted toward the permitted number of  
59 withdrawals or counted as an enrollment attempt.

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

62 **EW** –Excused Withdrawal: The “EW” symbol may be used to denote excused  
63 withdrawal in accordance with Title 5 Section 55024, based upon verifiable  
64 documentation supporting the request, including:

65 (1) Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a  
66 course(s) due to specific events beyond the control of the student affecting his or her  
67 ability to complete a course(s) and may include a job transfer outside the  
68 geographical region, an illness in the family where the student is the primary  
69 caregiver, when the student who is incarcerated in a California state prison or county  
70 jail is released from custody or involuntarily transferred before the end of the term,  
71 when the student is the subject of an immigration action, or other extenuating  
72 circumstances as described in (a)(2), making course completion impracticable. In  
73 the case of an incarcerated student, an excused withdrawal cannot be applied if the  
74 failure to complete the course(s) was the result of a student's behavioral violation or if  
75 the student requested and was granted a mid-semester transfer. Upon verification of  
76 these conditions and consistent with the district's required documentation  
77 substantiating the condition, an excused withdrawal symbol may be assigned at any  
78 time after the period established by the governing board during which no notation is  
79 made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

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

- 82 (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals  
83 or counted as an enrollment attempt.  
84 (4) In no case may an excused withdrawal result in a student being assigned an "FW"  
85 grade.

86 Office of Primary Responsibility: Vice President, Academic Affairs

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