

Academic Affairs

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

2 **References:**

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

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 symbols:

6 **Evaluative symbols:**

7 **A** – Excellent (Grade point = 4)

8 **B** – Good (Grade point = 3)

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

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

11 **F** – Failing (Grade point = 0)

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

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

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

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

18 **Non-Evaluative symbols - general:**

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

28 **IP** – In Progress: The “IP” symbol shall be used only in courses that extend beyond the
29 normal end of an academic term. It indicates that work is “in progress,” but that
30 assignment of an evaluative symbol (grade) must await its completion. The appropriate
31 evaluative symbol (grade) and unit credit shall be assigned and replace the “IP” symbol
32 once the course is completed.

33 **RD** – Report Delayed: The “RD” symbol may be assigned by the registrar only. It is to
34 be used when there is a delay in reporting the grade of a student due to circumstances
35 beyond the control of the student. It is a temporary notation to be replaced by a

36 permanent symbol as soon as possible. "RD" shall not be used in calculating grade point
37 averages.

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

39 **W** – Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with
40 the requirements of Title 5 Section 55024.

41 **MW** – Military Withdrawal: The "MW" symbol may be used to denote military withdrawal
42 in accordance with Title 5 Section 55024, including

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

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

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

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

53 **EW** – Excused Withdrawal: The "EW" symbol may be used to denote excused withdrawal
54 in accordance with Title 5 Section 55024, including:

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

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

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

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

75 Office of Primary Responsibility: Vice President, Academic Affairs

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