

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

References:

Title 5 Sections 53200(b) 3 and 55023

The Riverside Community College District is committed to ensuring that all students receive a fair and equitable instructional evaluation.

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

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

Date Adopted: February 26, 2008
(Replaces Policy 5050)

AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference:

Title 5 Sections 55023 and 55024

I. Grading Practices

Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license shall be graded in accordance with a grading scale explained in this regulation.

II. Grading/Academic Record Symbols.

A. Evaluative symbols:

	Grade Points
A – Excellent	4
B – Good	3
C – Satisfactory	2
D – Passing (Less than satisfactory)	1
F – Failing	0
FW – Student has ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade. This symbol may not be used if a student has qualified for and been granted an excused or military withdrawal.	0
P – Pass (At least satisfactory). Units awarded not counted in GPA.	
NP – No Pass (Less than satisfactory, or failing)	

B. Non-Evaluative symbols:

I – Incomplete
IP – In progress
RD – Report delayed
W – Withdrawal
MW – Military withdrawal
EW – Excused withdrawal

C. Definitions of Non-Evaluative Symbols

1. I = Incomplete. The “I” grade is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The instructor, in an online record, shall state the condition for removal of the “I”. The record shall contain the conditions for the removal of the “I” and the

grade assigned in lieu of its removal. The record must be submitted online. Admissions and Records will notify the student that the incomplete contract can be viewed online. 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 copy of this record shall be available online for the appropriate academic administrator. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating GPA for academic probation but shall be used in determining progress probation. A student may file a petition with the faculty or designee for a time extension due to unusual circumstances.

2. IP = In Progress. The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative 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 grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. 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 enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative grade in accordance with preceding section I. A. of this part to be recorded on the student's permanent record for the course.
3. RD = Report Delayed. Only the Admissions and Records Office may assign the "RD" symbol. 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.
4. W = Withdrawal. The "W" grade will be awarded to any student who drops or is dropped from a course between the beginning of the third week (or 20% of a term for full term courses, whichever is less) and the last day of the twelfth week of a course (or 75% of a term, whichever is less). For short term courses, the "W" grade will be awarded to any student who drops or is dropped from a course at 20% of the number of sessions for the course.

Students are limited to a maximum of three attempts per course including W's, and substandard grades. The course withdrawal deadline date appears online. A student who withdraws from college will receive a "W" in each course enrolled at the time of withdrawal if the withdrawal is submitted prior to the deadline. Prior to initiating withdrawal, students are expected to contact their instructors for discussion and counseling regarding the reasons and consequences of this action.

5. MW = Military Withdrawal. The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

“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 of “MW” will be assigned and will not be counted in progress probation and dismissal calculations. Military withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

6. EW = Excused Withdrawal. Excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances, making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions, an excused withdrawal may be assigned. Excused withdrawals shall not be counted in progress probation and dismissal calculations. Excused withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. In no case may an excused withdrawal result in a student being assigned an “FW” grade.

The academic record of a student who remains in a course beyond the twelfth week (or 75% of the term, whichever is less) must reflect an evaluative grade as found in preceding section II. A. unless there are extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Such a student or the student’s representative may, if needed, file a petition obtained from the Office of Admissions and Records after consultation with the instructor(s) or appropriate faculty. If such petition is approved, a “W” grade shall be recorded. 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 or appropriate academic dean.

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 for full term courses. For short term courses, no notation (“W” or other) shall be made on the academic record of the student who withdraws before the 20% of the number of sessions or the census day for short term courses. The “W” shall not be used in calculating grade point averages for academic probation, but excessive “W’s” shall be used as factors in progress probation and dismissal procedures.

See also, Administrative Procedure 4225, titled Course Repetition.

Office of Primary Responsibility: Vice Chancellor, Educational Services

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