

BP 2230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference:

Title 5 Section 55023

The Chancellor, in consultation with the District Academic Senate, shall establish procedures for using the course grading system established by Title 5.

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

Also see BP/AP 2231 Grade Changes.

Date Adopted: February 26, 2008

Revised: April 18, 2023

(Replaces Policy 5050)

Formerly: BP 4230

AP 2230 GRADING AND ACADEMIC RECORD SYMBOLS

References:

Title 5 Sections 55022-55024; 55050-55052.5

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 system explained in this procedure.

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**:

	Grade Points
A – Excellent	4
B – Above Average	3
C – Average	2
D – Below Average	1
F – Fail	0
FW – Fail Did Not Withdraw (Unofficial Withdrawal) Student has ceased participating in a course 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. This symbol <i>may not</i> 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). Units not counted in GPA.	
SP – Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)	
NC – No Credit (Historical)	
CR – Credit (Historical)	

Pass/No Pass Options

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass/no pass" basis.

- Courses in which each student may elect until the last day of instruction (final day of the term) whether the basis of evaluation is to be “pass-no pass” or a letter grade.

A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who performs less than satisfactorily or fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

- A. Discipline faculty are responsible for determining the appropriate pass/no pass option for each course. All sections of the course must be offered in the same manner. Courses may be offered for pass/no pass in either of the following categories and will be specified in the catalog:
 1. Class sections wherein all students are evaluated on a “pass/no pass” basis. Instructors of such sections will file a pass/no pass declaration form with the department chairperson prior to the creation of the course. In the event that a permanent instructor has not been assigned to a class, the appropriate academic dean may institute pass/no pass options for that course.
 2. Courses in which each student has the option to individually elect pass/no pass or letter grade. Students electing this option must file a petition in the Office of Admissions and Records by the last day of instruction for the course.
- B. All units earned on a “pass/no pass” basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a “pass/no pass” basis shall not be used to calculate grade point averages. However, units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.

The following **Non-Evaluative Symbols** are not included in the grade point calculations.

EW	Excused Withdrawal
I	Incomplete
IP	In Progress
MW	Military Withdrawal
RD	Report Delayed
W	Withdrawal

Definitions of Non-Evaluative Symbols

I = Incomplete. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term 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 in a written or online record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This 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. 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. 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 units attempted nor for grade points. The instructor assigns "IB", "IC", "ID", "IF", or "INP". In the event the student does not meet the stipulations of the contract the "I" will revert to the letter grade following the "I". Admissions and Records will notify the student that the incomplete contract can be viewed online. A copy of this record shall be available online for the appropriate academic administrator. 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.

IP = In Progress. 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 appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

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.

W = Withdrawal. The “W” symbol will be used to denote 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 used to denote any student who drops or is dropped from a course at 20% of 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.

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.

MW = Military Withdrawal. “Military Withdrawal” occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, the military withdrawal symbol “MW” shall be assigned to all courses affected by the military withdrawal.

Military withdrawals shall not be counted in progress probation and/or dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

EW = Excused Withdrawal. “Excused Withdrawal” occurs when a student is permitted to withdraw from a course(s) due to cases of accidents, illnesses, or other circumstances beyond the control of the student. The respective college shall proactively engage with the student or the student’s representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. Upon verification of these conditions, and if mitigation efforts are unsuccessful, an excused withdrawal symbol of “EW” may be assigned at any time after the period established by the Board of Trustees during which no notation is made for withdrawals. Excused withdrawals shall not be counted in progress probation and/or 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 “EW” shall not be used in calculating grade point averages for academic probation.

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. An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation. An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under Title 5 section 58509 and conditions sets forth in Title 5 section 58146.

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 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. If such petition is approved, an “EW” 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.

Internal Notations

The following symbols are used internally within the Records Department and are not reflected in a student's transcript.

AU – Audit
ED – Equivalency Denied
EQ – Equivalency
ER – Equivalency Removed
IB – Incomplete B
IC – Incomplete C
ID – Incomplete D
IF – Incomplete F
IH – Incomplete (historical)
IN – Incomplete No Pass
NCA – Non Credit A
NCB – Non Credit B
NCC – Non Credit C
NCD – Non Credit D
NCF – Non Credit F
NCN – Non Credit No Pass
NCP – Non Credit Pass
NCW – Non Credit Withdrawal

Also see AP 2225 Course Repetition, BP/AP 2231 Grade Changes, AP 2250 Probation, BP/AP 3500 Standards of Student Conduct, AP 3500[A] Student Discipline Procedures, and AP 3500[B] Student Grievances Process for Instruction and Grade Related Matters.

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning

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