

## Administrative Procedure 4230 Grading and Academic Record Symbols

- I. **Introduction:** As provided for in Administrative Procedure 4220 Standards of Scholarship, the following addresses Academic Record Symbols and Grading Practices:
- II. **Academic Record Symbols and Grade Point Average:** Each Peralta college shall use the following evaluative and non-evaluative symbols in the grading of students in conformance with those related provisions of the California Administrative Code, Title 5.

A. Grading Scale

Symbol	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
FW	Failing	0

- B. The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal
- C. I - Incomplete:
1. The grade of I is only appropriate when the student has completed a minimum of two-thirds of the work for the course with a passing grade.
  2. Conditions for removal of the "I" and the grade assigned shall be filed with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must 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. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition. If the stipulation has not been met by the allotted time the incomplete symbol will revert to an assigned incomplete grade.
  3. Incomplete defaults:
    - i. I-B: The I-B grade defaults to an assigned grade of a B
    - ii. I-C: The I-C grade defaults to an assigned grade of a C
    - iii. I-D: The I-D grade defaults to an assigned grade of a D
    - iv. I-F: The I-F grade defaults to an assigned grade of a F
- D. P – Pass: at least satisfactory, units awarded not counted in GPA
- E. NP – No Pass: less than satisfactory, or failing; units not counted in GPA
- F. SP – Satisfactory: progress towards completion of the course (used for noncredit courses only) and is not supplanted by any other symbol
- G. IP – In progress: The "IP" symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a

grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate 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.

- H. RD – Report Delayed: The "RD" symbol may be assigned by the Office of Admissions and Records only. 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 students. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.
- I. W – Withdrawal: A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student's academic record.
  - 1. A "W" symbol can be awarded any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).
  - 2. A "W" shall not be assigned "if a determination is made pursuant to (Title 5) sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment." In such instances, no symbol will be assigned.
  - 3. The academic record of a student who has not withdrawn from class or has not been dropped by an instructor within the time allowed by this policy must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall not be used for academic probation but only for progress probation.
- J. MW – Military Withdrawal: The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The "MW" shall not be counted in determining "progress probation" and in calculating grade points for dismissal.
  - 1. For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.
- K. EW – Excused Withdrawal: The "EW" symbol may be used to denote withdrawal in accordance with Title 5, Section 55024: 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 as described in (a)(2), making course completion impracticable

III. **Provisions**

- A. Pass/No Pass Option: Each college shall determine which courses can be offered on a pass/no pass basis and shall specify in its catalog which courses have this option. For courses offered by two or more colleges, the colleges offering the courses shall use the districtwide consultation process to determine the uniform grading option.
- B. All units earned on a pass/ no pass basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements, but such courses shall not be included in determining a student's grade point average.

Reference:

Title 5 Section 55022, 55023, 55024

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