

Policy Change   
Procedure Change   
New Policy   
New Procedure

Subject Matter Area Review   
Constituency Group Review   
District Council   
Board 1<sup>st</sup> Reading   
Board 2<sup>nd</sup> Reading

**KEY:**  
BOLD= new language  
~~strikethrough~~= delete language

Comments:

**CCLC Update**

8/14/17 also confirmed w/CSSOs  
(RD and MW statements are accurate)

Referred to:

Edited:

10/18/17

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**Policy**

**4230 Grading and Academic Record Symbols**

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

The grading system shall be published in the College catalogs and made available to students.

When grades are given for any course of instruction **taught in a community college district**, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

**References:**

Title 5, Section **55023, 55025**

**Adopted:** June 28, 2004

**Revision Adopted:** February 11, 2009

**Last Reviewed:**

Administrative Procedure

**4230 Grading and Academic Record Symbols**

**Note: This procedure is legally required. Local practice may be inserted, but must comply with Title 5. The grading symbols permitted include the following:**

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:

**Evaluative symbols:**

**A – Excellent (Grade Point = 4)**

**B – Good (Grade Point = 3)**

**C – Satisfactory (Grade Point = 2)**

**D – ~~Passing (Less than satisfactory)~~ (Grade Point = 1)**

**F – Failing (Grade Point = 0)**

**P – Passing (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 towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)**

**Non-Evaluative symbols:**

**I – Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. 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 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.

**IP – In progress:** The "IP" symbol shall be used only in courses which 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 "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

**RD – Report delayed:** The "RD" symbol may be assigned by the registrar 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 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 may be used to denote withdrawal in accordance with the requirements of Title 5 Section [55024](#).

**MW – Military Withdrawal:** The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section [55024](#).

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**References:**  
**Title 5 Section [55023](#)**

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**Procedure Last Revised:**  
**Last Reviewed:**