

AP 4230 Grading and Academic Record Symbols

Reference:

Title 5, Section 55023

Evaluative Symbols:

The following evaluative symbols will be used to measure student work:

- A – Excellent (4 points per semester unit)
- B – Good (3 points per semester unit)
- C – Satisfactory (2 points per semester unit)
- D – Passing, Less than satisfactory (1 point per semester unit)
- F – Failing (0 point per semester unit)

- P – Pass, At least satisfactory (units awarded not counted in GPA)
- NP – No Pass, Less than satisfactory, or failing (units not counted in GPA)

Grades from the letter grading scale shall be averaged on the basis of the numerical grade point equivalencies to determine a student's grade point average.

Non-Evaluative Symbols:

The District Governing Board has authorized the use of the non-evaluative symbols "I," "RD" and "W," defined as follows:

I - Incomplete

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed.

The instructor is also required to award a default grade with the incomplete. The default grade will become the student's final grade if, at the end of one year, the student has not met the conditions stipulated on the written record.

The "I" symbol shall not be used in calculating units attempted or for grade point averages.

MW – Military Withdrawal

"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 may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals.

A student requesting military withdrawal must present a written request for withdrawal and a copy of military order or other acceptable documentation which verify the dates and location of the military assignment that interrupted or will interrupt the student's attendance.

The academic record of a student who requests military withdrawal after the fourth week of a full semester course or 30% of a short-term course shall reflect a grade of "W" (rather than a grade of MW).

Military withdrawals shall not be counted in progress probation and dismissal calculations.

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

A student may withdraw from a class through the last day of the fourteenth week of instruction for full-semester classes or through seventy-five percent (75%) of a class less than a semester in length. The academic record of a student who remains in a class beyond this time limit must reflect a grade other than a "W."

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks of a full-semester length class or thirty percent (30%) of a short-term course. Withdrawal between this no-notation deadline (roughly 30% of a course) and the drop deadline (roughly 75% of the course) shall be recorded as a "W" on the student's record.

Adopted: May 12, 2009
Revised: _____