

## CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

### AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

**References:** Title 5 Sections 55051, 55052, 55052.5, 55023, and 55024

The Board of Trustees of the Citrus Community College District establishes this administrative procedure for the evaluation of student performance based on sound academic principles and consistent with the requirements of Title 5 Regulations for California Community Colleges.

#### **Academic Record Symbols and Grade Point Average for all Degree Applicable and Non-Degree Applicable Credit Courses**

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
FW	Failing/Withdrawal	0
	(Indicates that a student ceased participating in a course after the drop date without achieving a final passing grade.)	
P	Passing	
	(At least satisfactory, units awarded, not counted in grade point average)	
NP	No Pass	
	(Less than satisfactory, or failing, units not counted in grade point average)	

Students have the option to be evaluated on a Pass/No Pass grading basis in courses approved for this option by the Curriculum Committee. Courses approved for the Pass/No Pass Option shall be so indicated in the college catalog. A student must declare the option by no later than one week prior to the end date of the course by filing a Pass/No Pass petition with the Office of Admissions and Records.

Instructors shall have the authority to assign an "F" (Failing) on a test, paper, or examination for cheating or plagiarism and may refer the student for additional disciplinary action.

An instructor's determination of a student's grade shall be final in the absence of mistake, fraud, bad faith, or incompetence. A student who believes that a grade assigned by an

instructor should be reviewed must file a student grievance in accordance with Student Rights & Grievance Procedures, AP 5530

The following non-evaluative symbols will be used to represent the status of student work.

### Non-Evaluative

<u>Symbol</u>	<u>Definition</u>
<b>I</b>	<p><b>Incomplete</b> - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student's record. The Incomplete grade to be assigned by the instructor and designated on the student's transcript will be IB, IC, ID, IF or INP. The IB, IC, ID, IF or INP grade designates the grade the student will earn if the incomplete contract is not satisfied. Collectively, these grades will be referred to as an "I" grade. Faculty are encouraged to only approve petitions where students have completed 80% or more of the course. It is the right of the faculty to offer an incomplete and approve or deny any requests. The measurable conditions for removal of the "I" shall be stated by the instructor in a written official 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. Before the time limit has passed, a student may petition for one extension of time due to unusual circumstances. The "I" symbol shall not be used in calculating units attempted nor for grade points.</p>
<b>W</b>	<p><b>Withdrawal</b> – When a withdrawal occurs after the no notation deadline, but before the drop with a deadline, the "W" symbol shall be used to denote withdrawal from a course, in accordance with the requirements of Title 5 Section 55024. Although "W" is excluded in grade point average calculation, excessive withdrawals are used as factors in determining academic standing, progress probation or dismissal. Withdrawals count towards repetition limits for courses.</p>
<b>MW</b>	<p><b>Military Withdrawal</b> - The "MW" symbol may be used to denote withdrawal from a course for military service, in accordance with the requirements of Title 5 Section 55024. It shall be assigned to</p>

active or reserve members of the military who receive orders that compel a withdrawal from courses. Upon verification of such orders, an "MW" will be assigned at any time. A military withdrawal shall not be counted in progress probation and dismissal calculations, or in course repeatability limits.

**IP**

**In Progress** - The "IP" symbol shall be used only in those 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" 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 a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative 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.

**EW**

**Excused Withdrawal** - The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. It shall be assigned when a student successfully petitions to withdraw from a course beyond the time which no notation is made due to extenuating circumstances beyond the control of the student affecting the student's ability to complete the course. The "EW" symbol does not count in calculation of probation or dismissal and is not counted as an enrollment attempt for purposes of course repetition. A student or their representative may petition to receive an "EW" no later than 30 days after the end of the term or before the assignment of a grade by the instructor, whichever is less.

**Progress Indicators for Noncredit Courses**

Symbol

Definition

<b>P</b>	Pass, satisfactory completion of a course
<b>SP</b>	Satisfactory Progress toward completion of a course
<b>NP</b>	Did not complete the course satisfactorily (no measureable or unknown progress)

Board Approved	10/20/09
Desk Review	09/17/12
Revised	05/27/14
Desk Review	04/30/18
Revised	06/16/20
Revised	08/15/23