

**Administrative Procedure**  
Chapter 4 – Academic Affairs

**AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

**References:**

Title 5 Sections 55023 and 55024

**NOTE:** This procedure is **legally required**. Local practice may be inserted, but it **must comply with Title 5**.

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:**

Grade	Description	Points
<b>A</b>	Excellent	Grade Point = 4
<b>B</b>	Good	Grade Point = 3
<b>C</b>	Satisfactory	Grade Point = 2
<b>D</b>	Passing (Less than Satisfactory)	Grade Point = 1
<b>F</b>	Failing	Grade Point = 0
<b>AU</b>	Audit	(units not counted in GPA) Grade Point = 0
<b>CR</b>	Credit	(units not counted in GPA) Grade Point = 0
<b>EW</b>	Excused Withdrawal	(units not counted in GPA) Grade Point = 0
<b>IB, IC, ID, IF</b>	Incomplete	(units not counted in GPA) Grade Point = 0
<b>IP</b>	In Progress	(units not counted in GPA) Grade Point = 0
<b>MW</b>	Military Withdrawal	(units not counted in GPA) Grade Point = 0
<b>NC</b>	No Credit	(units not counted in GPA) Grade Point = 0
<b>NP</b>	Less than satisfactory, or failing	(units not counted in GPA) Grade Point = 0
<b>P</b>	Passing	At least satisfactory – units awarded not counted in GPA
<b>RD</b>	Report Delayed	(units not counted in GPA) Grade Point = 0

<b>SP</b>	Satisfactory Progress towards completion of the course	Used for noncredit courses only and is not supplanted by any other symbol
<b>W</b>	Withdrawal	(units not counted in GPA) Grade Point = 0

**Non-Evaluative Symbols:**

**IB, IC, ID, IF – 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.

**EW – Excused Withdrawal:** The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

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**NOTE:** *The red ink signifies language that is legally required and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this procedure in September 2001, August 2007, April 2017, April 2018, and Oct*

2018. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval.

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**Approved:**

*(This is a new procedure)*

## Legal Citation for AP 4230

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 1. Programs, Courses and Classes  
Article 2. Grading and Academic Record Symbols

5 CCR § 55023

### § 55023. Academic Record Symbols and Grade Point Average.

(a) Except as provided in subdivisions (b) and (c), 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:

<i>Symbol</i>	<i>Definition</i>
A	Excellent
B	Good
C	Satisfactory
D	Less than satisfactory
F	Failing
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007.)
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. NP has the same meaning as “NC” 2007.)
SP	Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)

(b) The governing board of a community college district may use “plus” and “minus” designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

(c) Regardless of whether the governing board elects to use plus and minus grading, it may provide for the use of the “FW” grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The “FW” symbol may not be used if a student has qualified for and been granted military withdrawal. If “FW” is used, its grade point value shall be zero (0).

(d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if pluses and minuses are used) in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the “FW”

described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.

(e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following nonevaluative symbols:

<i>Symbol</i>	<i>Definition</i>
I	<p>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 record.</p> <p>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.</p>
	<p>The “I” may be made up no later than one year following the end of the term in which it was assigned.</p>
	<p>The “I” symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.</p>
IP	<p>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) in accordance with subdivision (a) or (a) and (b) if plus and minus grading is used) to be recorded on the student's permanent record for the course.</p>
RD	<p>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</p>

	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 section 55024.
MW	Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with section 55024.
EW	Excused Withdrawal: The “EW” symbol may be used as described in, and in accordance with, section 55024.

(f) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.

(g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or “pass-no pass” or from which the student withdrew in accordance with rules adopted by the district.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

#### **HISTORY**

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
2. New subsection (g) and amendment of Note filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).
3. Amendment of subsection (a) - Table filed 9-28-2016; operative 10-28-2016. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2016, No. 41).
4. Amendment of subsection (e) filed 1-23-2018; operative 2-22-2018. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2018, No. 7).