

**ADMINISTRATIVE PROCEDURE 4230: Grading and Academic Record Symbols**

Courses shall be graded using the grading system established by Title 5 as follows:

**Evaluative Symbols**

Symbol	Definition	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Less than satisfactory	1.0
F	Failing	0.0
P	Passing (at least satisfactory)	
NP	No Pass (less than satisfactory or failing)	
SP	Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol).	

**Nonevaluative Symbols**

Symbol	Definition
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

**I – Incomplete:** The “I” symbol may be used to denote incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term – after the seventy-five percent (75%) or “W” deadline of the course. The student must demonstrate active participation and completion of required coursework up to the aforementioned threshold to be eligible for consideration.

The following documentation shall be maintained by Admissions and Records:

- The condition for the removal of the “I” symbol shall be stated by the instructor.
- The letter grade to be assigned when the stipulated work has been completed and/or the letter grade to be assigned if the work has not been completed within the designated time limit.

The “I” symbol 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 grade point average.

**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. 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 evaluative symbol (grade) to be recorded on the student’s permanent record for the course.

The “IP” symbol shall not be used in calculating grade point average.

**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.

The “RD” symbol shall not be used in calculating grade point average.

**W – Withdrawal:** The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

The “W” symbol shall not be used in calculating grade point average.

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

The “EW” symbol shall not be used in calculating grade point average.

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

The “EW” symbol shall not be used in calculating grade point averages.

The superintendent/president shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- A. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- B. The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- C. Limitations on access to grade records and grade storage systems.

- D. Disciplinary action shall be taken against students or staff who are found to have gained unauthorized access to grade records or to have changed grades without proper authorization.
- E. Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see Board Policy 3310, Records Retention and Destruction; Administrative Procedure 4231, Grade Changes; and Board Policy/Administrative Procedure 5040, Student Records.