
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55023, 55024, 55025

Responsibilities:

- A. The Vice President, Academic Affairs, shall be responsible for the overall coordination and implementation of the procedures relating to grading.
- B. The Director of Admissions and Records shall be responsible for maintaining all grade records and for enacting appropriate procedures for the orderly processing of grades and related documents.

Definitions:

Definitions of all terms used in these procedures shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

Academic Record Symbols and Grade Point Average:

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>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory – units awarded do not count towards GPA).	
NP	No Pass (Less than satisfactory, or failing – units not counted towards GPA).	

Non-Evaluative Symbols:

I – Incomplete:

- A. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” being entered in the student’s record. It is the responsibility of the student to initiate the action and the “I” grade is assigned at the discretion of the instructor.
- B. The condition for the removal of the “I” shall be stated by the instructor in a written record. 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. The instructor shall indicate the grade to be assigned in the event the student does not complete the required work within one year from the end of the term in which the “I” was assigned. Such grade must be A, B, C, D, or F except that P and NP grades may be assigned where the course provides for grading on this basis and the student has elected to be graded on the P/NP basis by the appropriate deadline. This grade shall be based on the total requirements for the course and a grade of W may not be assigned. 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.
- C. After one year, the Records Office shall replace all uncleared “I” grades with appropriate grades as filed by the instructors and all such grades shall remain final. Petitions to change these grades or to exceed the one-year makeup period must first be approved by the instructor and then submitted to the Grade Review Committee for final disposition.
- D. The “I” grade shall not be assigned until after the official withdrawal date.
- E. Until the “I” grade is cleared, the student cannot re-enroll in said class.
- F. 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 that 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 appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

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. The grade of W shall be assigned for withdrawal from a class or classes in accordance with semester dates determined by Enrollment Services and listed in the PeopleSoft Class Roster for both student-initiated withdrawal and instructor-initiated drops (see AP 5070 Attendance for instructor drops due to poor attendance). Another exception is for military withdrawal or excused withdrawal, in which an MW or EW is assigned, as indicated below. Student withdrawal procedures shall be published in the course catalog. These procedures shall provide that students withdraw from a course by notifying the college registrar and that the registrar shall inform appropriate college district personnel, including faculty.

- A. A student who withdraws prior to the end of the fourth week of a course, or the expiration of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol “W” on their transcript, unless the district selects an earlier final withdrawal date. A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiration of the 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol “W” on their transcript, unless the district selects an earlier final withdrawal date.
- B. A student who remains in a course beyond the district withdrawal date may not withdraw, and shall receive the appropriate symbol on their transcript, as authorized in Title 5 section 55023. Students withdrawing or being dropped after the final withdrawal deadline must be assigned a grade of A, B, C, D, F, MW, EW, P, or NP. The grade to be assigned shall be based on the total semester requirements for the course. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made. The “W” shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal of a student.
- C. **Classes that meet less than a full semester length** - if the date of last attendance is prior to census, the grade recorded by the instructor must be an NS (No Show) and will not be recorded on the transcript. If the date of last attendance is on or after census and before the end of the deadline week to withdrawal then the recorded grade must be a W. After the deadline week, a letter grade other than W must be assigned and must be based on the total course requirements.
- D. Students may petition for a W grade after the final limit for W's only for extenuating circumstances beyond the control of the student, such as verified accident, or illness. Petitions must be reviewed and approved by the Grade Review Committee.

Pass/No Pass Grading:

Based on the recommendation of the department and the school dean, credit courses in which students may be graded on a pass/no pass basis are indicated in the college

catalog as either all students in the course will be graded on a pass/no pass basis or as individual students within the course who may petition to take the course on a pass/no pass basis, rather than on a letter grade basis. In any course taken on a pass/no pass basis, students are required to do all of the work assigned and take examinations just as though they were getting a letter grade. To receive credit, a student must do work equivalent to a C grade or better. Courses taken on pass/no pass basis are limited to twenty units if applied toward the Associate Degree. All courses not applicable to the degree (courses in the 600 and 800 bands) shall be graded pass/no pass. (See BP/AP 4232 Pass/No Pass).

MW – Military Withdrawal:

The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024. Military Withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, the grade of MW may be assigned at any time from the beginning of the period that W's may normally be assigned, through the end of the course. The MW grade shall in no way adversely affect a student's academic record. The MW grade shall not be counted in completion ratio or GPA calculations. Military Withdrawals shall not be counted in progress probation and dismissal calculations, and shall not be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The grade of MW may be applied as appropriate retroactively to January of 1990.

EW – Excused Withdrawal:

The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. The grade of EW may be assigned to students in extenuating circumstances at any time, upon petition of the student or their representative. “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student. The District shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol (“EW”) on their transcript. Students shall not be denied an excused withdrawal due to a lack of college response to the petition or to provide sufficient assistance to mitigate the student’s circumstances. Upon submission of the Appeal for Excused Withdrawal form and supporting documentation when applicable, the grade EW may be assigned for courses taken in Winter 2018 and onwards.

The EW grade shall not be counted in completion ratio or GPA calculations. An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. In no case may an excused withdrawal result in a student being assigned an “FW” grade.

An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

An excused withdrawal shall be assigned if a student withdraws from a course due to an extraordinary condition under Title 5 Section 58509.

Neither this section, nor a district's withdrawal policy, may be construed to conflict with district enrollment and attendance accounting responsibilities.

When Grades are Awarded:

If the last day of a scheduled class falls within a term (fall, spring, or summer), credit shall be awarded in the term in which the class ends. If the last day of a scheduled class falls between terms, credit shall be awarded in the subsequently scheduled term unless prior arrangements are made through the department offering the class.

Correction of Grades:

(See BP/AP 4231 Grade Changes).

Prerequisites:

(See BP/AP 4260 Prerequisites, Co-requisites, and Advisories)

Open Entry/Open Exit Courses:

Students completing 0-29% of the work or time required in an open entry/open exit course will be given an NA grade. Students completing 30-74% of the work or time required will be assigned a W grade. The W's will be included in completion ratio calculations. Students completing 75% or more of the work or time required will be assigned the grade earned, i.e., A, B, C, D, F, P, or NP. The exception to this is the grade of MW or EW.

Also see AP 4230 Grading and Academic Record Symbols, BP/AP 4231 Grade Changes, and AP 4232 Pass/No Pass.

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