

4021.

ADMINISTRATIVE REGULATIONS
ON GRADING AND RELATED TOPICS

4021.1 Responsibilities

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

4021.2 Definitions

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

4021.3 Grading Regulations

- A. Grading System - Final scholarship marks are issued at the completion of the term. Their significance is as follows: A, excellent; B, good; C, satisfactory; D, passing, less than satisfactory; F, failing; W, withdrawal; MW, military withdrawal; P, Pass (at least satisfactory - units awarded not counted in GPA); NP, No Pass (less than satisfactory - units not counted in GPA). Units attempted for which the symbol "NP" is recorded shall be considered in probation and dismissal procedures. Grade marks for noncredit courses are limited to P, NP, MW, or W.
- B. Incompletes
 - 1. The grade of "I" may be given when unforeseeable emergencies and justifiable reasons cause the student to be unable to complete the academic work by the end of the course. It is the responsibility of the student to initiate the action and the "I" grade is assigned at the discretion of the instructor. The "I" shall not be used in calculating units attempted nor for grade points.
 - 2. The instructor shall also 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 (see paragraph D). This grade shall be based on the total requirements for the course and a grade of W may not be assigned.

3. The necessary makeup work and any other conditions required for the student to complete the course shall be filed in the Records Office by the instructor in writing. The Records Office shall make a reasonable attempt to provide the student with a copy. 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.
 4. The "I" grade shall not be assigned until after the official withdrawal date (see item C).
 5. Until the "I" grade is cleared, the student cannot re-enroll in said class.
- C. Withdrawal - The grade of W shall be assigned for withdrawal from a class or classes in accordance with the schedule below for both student initiated withdrawal and instructor initiated drops (see Policy No. 4020 Section 3 for instructor drops due to poor attendance). One exception is when a student is required to leave a class for cheating; then a grade of F may be given in accordance with Administrative Regulations on Academic Honesty. Another exception is for military withdrawal, in which an MW is assigned, as indicated in item H below.
1. Students withdrawing or being dropped after the final withdrawal deadline must be assigned a grade of A, B, C, D, F, MW, P, or NP. The grade to be assigned shall be based on the total semester requirements for the course.
 2. Classes of 9 weeks to a full semester in length - if the date of last attendance is within the first two weeks of the class, the grade recorded by the instructor must be a W which will automatically be converted to an NS (No Show) and will not be recorded on the transcript. If the date of last attendance is between the beginning of the third week and the end of the deadline week (see Table I below) 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.

Classes of 3 to 8 weeks in length - if the date of last attendance is within the first week of the class, the grade recorded by the instructor must be a W which will automatically be converted to an NS (No Show) and will not be recorded on the transcript. If the date of last attendance is between the beginning of the second week and the end of the deadline week (see Table I below) 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.

TABLE I

<u>Class Length (Weeks)</u>	<u>Deadline Week</u>
Semester (17.5-19).....	14
17.....	13
16.....	12
15, 14.....	11
13.....	10
12.....	9
11, 10.....	8
9.....	7
8.....	6
7, 6.....	5
5.....	4
4.....	3
3.....	2

3. Classes of less than 3 weeks in length - If the date of last attendance is the first class meeting, the grade recorded by the instructor must be a W which will automatically be converted to an NS (No Show) and will not be recorded on the transcript. If the date of last attendance is between the first and last class meeting, the grade recorded must be a W. A letter grade other than W must be recorded if the student attends the last class meeting.
4. Classes meeting longer than a full semester (18 weeks) - If the date of last attendance is within the first two weeks of the class, the grade recorded by the instructor must be a W which will automatically be converted to an NS (No Show) and will not be recorded on the transcript. If the date of last attendance is between the beginning of the third week and the end of the week which represents 75% of the term length rounded off to the nearest whole week, the recorded grade must be a W. After this time, a letter

grade other than W must be assigned and must be based on the total course requirements.

5. For classes involving fractional weeks, such as the 5.5 week summer session, the next lower whole number (5 in this example) should be used and the above rules should be applied.
 6. 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.
- D. Pass/No Pass Grading - Based on the recommendation of the department and the school dean, the Vice President, Academic Affairs, will develop a list of specified degree applicable credit courses in which students may be graded on a pass/no pass basis. The department will indicate in the college catalog that either all students in the course will be graded on a pass/no pass basis or individual students within the course may petition to take the course on a pass/no pass basis, rather than on a letter grade basis. If a student elects to take a course on a pass/no pass basis, he or she must notify the instructor no later than the end of the first 30% of the term (6th week for semester length courses). 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 800 band) shall be graded pass/no pass.
- E. Correction of Grades - A semester grade, once determined by the instructor and reported, shall be final in the absence of mistake, fraud, bad faith or incompetency. A student who has been assigned a final grade which he or she believes to be incorrect may file a "Request for Correction of Grade" form obtained from the Office of Admissions and Records. All requests for correction should be made by the student, in writing, within two years after the end of the term in which the grade in question was earned. In the absence of the instructor, the request shall be referred to the Grade Review Committee.
- F. Prerequisites - Credit courses shall be open for enrollment to any student who meets the designated prerequisites. Prerequisites shall be approved in the curriculum process and be listed in the college catalog and the schedule of classes. Such prerequisites shall be enforced as equitably as possible. If coursework is involved, successful

completion of a prerequisite means that a grade of P, C, or better was earned. D, F, or NP grades do not meet the prerequisite.

- G. 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, as indicated in item H below.
- H. Military Withdrawal - The grade of MW may be assigned to students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from classes. 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. The grade of MW may be applied as appropriate retroactively to January of 1990.
- I. 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.