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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

### References

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

### Responsibilities

The Vice President, Academic Affairs, shall be responsible for the overall coordination and implementation of the procedures relating to grading.

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.

### Grades 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>Grade</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” symbol being entered in the student’s record. It is the responsibility of the student to initiate the action and the I symbol 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 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 symbols 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 symbol shall not be assigned until after the official withdrawal date.
- E. Until the I symbol 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. The RD symbol will 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 grade or symbol as soon as possible. The RD symbol 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 W shall be assigned for withdrawal from a class or classes in accordance with semester dates determined by Enrollment Services and listed in the 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 census date shall not receive the withdrawal symbol W on their transcript. A student who withdraws after the census date, but before the 75 percent point of a course, shall receive the withdrawal symbol W on their transcript, unless the district selects an earlier final withdrawal date.
- B. If the date of last attendance is prior to census, the instructor must enter a NS (No Show) or NA (Not Active), which will not be recorded on the transcript. 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. After the final withdrawal deadline, a student will be assigned a grade of A, B, C, D, F, P, NP, or a non-evaluative symbol of MW, EW. The grade to be assigned shall be based on the total semester requirements for the course. The W shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal of a student.

### **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. Some courses allow a student to change the grading option to pass/no pass instead of a letter grade. 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. Courses taken on a pass/no pass basis do not count towards the Grade Point Average at LBCC. (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. An MW shall not affect a student's academic record. An MW shall not be counted in the 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 symbol 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. An Excused Withdrawal 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 symbol EW may be assigned for courses before a final grade is assigned, or where the final grade assigned is a grade of D, F, or NP. For final grades assigned whereby the grade is an A, B, C, or P, the student must complete a grade change request for an EW per Title 5, Sections 55024 and 55025. An EW may be requested only for courses taken from Winter 2018 onwards.

The EW shall not be counted in the completion ratio or GPA calculations. An EW 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” (Failure to Withdraw) grade.

### **Financial Aid considerations**

Students who petition and receive an EW symbol for a course may be subject to repayment of financial aid funds received for that course. Courses assigned an EW symbol count towards Satisfactory Academic Progress and determination of continued financial aid eligibility. Additional information on Satisfactory Academic Progress can be found on the College’s financial aid webpage.

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, winter, 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 assigned an NA. Students completing 30-74% of the work or time required will be assigned a W. The W will be included in the 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 assignment of an MW or EW symbol.

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

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