

## Chapter 4 – Academic Affairs

### AP 4230 Grading and Academic Record Symbols

#### References:

Title 5 Sections 55021, 55023, 55024, 55051, 55052, 55052.5; Education Code Section 76224

The instructor of the course determines the grades earned by each student. The determination of the student's grade, in the absence of mistake, fraud, bad faith, or incompetency, shall be final. Grades are awarded/assigned with grades roll.

#### EVALUATIVE SYMBOLS

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
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)	Units Awarded Not Counted in GPA  Used in Credit and Noncredit Courses
NP	No Pass (less than Satisfactory or Failing)	Units Not Counted in GPA  Used in Credit and Noncredit Courses
SP	Satisfactory Progress (Satisfactory progress towards completion of course)	Noncredit Courses Only
CR	Passing (at least Satisfactory)	Units Awarded Not Counted in GPA
NC	No Pass (less than Satisfactory or Failing)	Units Not Counted in GPA
WF	Withdrew Failing	0.0

\*CR/NC options were replaced by P/NP options effective Summer 2009

- A. The College may offer courses on a Pass/No Pass basis, Standard grade mode, or both. Standard letter grades (A, B, C, D, F) may be assigned for both credit and noncredit courses.
- B. Updates to the grade mode, (Pass/No Pass and EW) may be made by the student up until the last day of instruction. The last day of instruction for full-term classes is the last day of the term. The last day of instruction for classes not scheduled as full-term is the end date assigned to each section (or CRN).

- C. All units earned on a “Pass/No Pass” basis shall be counted in satisfaction of community college curriculum requirements.
- D. Units earned on a “Pass/No Pass” basis shall not be used to calculate grade point averages. However, credit units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.
- E. Noncredit grades do not have any effect on students’ credit transcript.

EVALUATIVE SYMBOLS UTILIZED DURING COVID-19

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
DV	Less than Satisfactory Earned during COVID-19 pandemic	1.0
FV	Failing Earned during the COVID-19 pandemic	0.0
NPV	No Pass (less than Satisfactory or Failing) Earned during COVID-19 pandemic	Units Not Counted in GPA

These evaluative symbols were used from Spring 2020 to Spring 2022. Mt. SAC developed the "V" to recognize opportunities to participate in the learning process were limited during the COVID-19 pandemic, and therefore, grades from this time could reflect not only students' academic achievement but also the impact of the pandemic on student performance.

NON-EVALUATIVE SYMBOLS (credit courses only)

<u>Symbol</u>	<u>Definition</u>
I	Incomplete – Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered into a student’s record.  The condition for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. 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.
W	Withdrawal - Assigned to students who officially withdraw from a class. “W” grades are not used in calculating GPA, but are used as factors in probation and dismissal procedures.
MW	Military Withdrawal – Students who receive military orders compelling withdrawal from classes shall be permitted to withdraw at any time with no adverse impact on academic records or enrollment status. Students shall show copies of military orders before the “MW” can be processed. Military withdrawal shall not be counted in progress probation or dismissal calculations.
EW	“Excused Withdrawal” shall be allowed to students in extenuating circumstances, such as an accident, illness, or other circumstance beyond the control of the student. A student can petition and shall not be denied an excused withdrawal should the College be unable to respond to the petition or

	to provide sufficient assistance to mitigate the student's circumstances. Students are not required to submit documentation. The withdrawal symbol so assigned shall be an "EW."
IP	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.
RD	The "RD" symbol may only be assigned by the Office of Admissions and Records. 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.

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