

Coast Community College District
Administrative Procedure
Chapter4
Academic Affairs

AP 4230 Grading and Academic Record Symbols

References:

Title 5, Sections 55021, 55022, 55023, 55024, 55270.8, 55270.12, 58146, and 58509
AP 4225 Course Repetition

In accordance with BP 4230 Grading and Academic Record Symbols, each College shall award letter grades of "A" through "F" or grades of "P" (pass) or "NP" (no pass) in all college unit (credit) courses as follows:

SYMBOL	DEFINITION	GRADE POINTS/UNITS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1 less than satisfactory
F	Failing	0
P	Pass	at least satisfactory; units awarded, not counted in grade point average (GPA)
NP	No Pass	less than satisfactory, or failing; units not counted in GPA

Students will be able to choose among all available grading options on the course outline of record.

The following nonevaluative symbols may also be used as defined but shall not be used in calculating GPAs.

SYMBOL	DEFINITION
W	<ol style="list-style-type: none">1. Withdrawal from a class or classes shall be permitted through the last day of the 14th week of the semester or 75% of a class, whichever is less.2. No notation ("W" or other) shall be made on the academic record of a student who withdraws during the first two weeks of the semester or 20% of a class, whichever is less.3. It is the student's responsibility to withdraw from class and to notify the instructor, within the appropriate period of time, to avoid a penalty grade.

4. The "W" shall not be used in calculating GPA, but shall be used in determining probation and dismissal.
5. A student may withdraw no more than three times from the same course and receive a "W" However, see AP 4225 Course Repetition for additional clarification.
6. In the cases of multiple withdrawals by a student from the same course, the College will contact the student to determine the impact on the student's educational goal and provide appropriate support services and options, as needed.

- I
1. Incomplete academic work for unforeseen, emergency, and justifiable reasons at the end of a term may result in an "I" symbol being entered in the student's permanent record. The condition for the 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. This record must be given to the student with a copy on file with the College Admissions and Records Office until the "I" is made up or the time limit has passed.
 2. The "I" may be made up no later than one year following the end of the term in which it was assigned. The student will be notified by the College regarding the conditions necessary to receive a grade.
 3. 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. If the latter, the final grade will be the one the instructor identified in the record in #1 above.
 4. A student may petition for a time extension due to unusual circumstances by contacting the College Director of Admissions and Records.

IP

The "IP" (in progress) symbol shall be used to denote that the class extends 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 grade shall appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating GPA. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term 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 class.

RD The "RD" (report delayed) symbol may be assigned by the registrar only. It indicates 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 GPAs.

MW The "MW" (military withdrawal) symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW The "EW" (excused withdrawal) symbol is assigned in the case of extenuating circumstances or extraordinary conditions (Emergency Withdrawal), as described below.

Excused Withdrawal occurs when a student is permitted to withdraw from a class(es) due to extenuating circumstances beyond the control of the student affecting their ability to complete a course(s). Extenuating circumstances are cases of accidents, illnesses, or other circumstances beyond the control of the student which may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, or when the student is the subject of an immigration action. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the class(es) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Documentation substantiating the extenuating circumstances may be provided but is not required.

An "EW" symbol may be assigned at any time after the period established by the District during which no notation is made for withdrawals. (These periods vary depending upon the length of the class; the deadlines to withdraw without a notation of withdrawal are posted on the Colleges' websites).

Emergency Withdrawal occurs when there is an extraordinary condition such as when the College attended by the student was closed or the College was unable to provide all or substantially all of the instruction in the course or courses in which the student was enrolled due to fire, flood, or other conditions as defined in Title 5 Section 58146; or the student was personally impacted by an event enumerated in Title 5 Section 58146, conditions preventing the student from attending one or more classes.

No documentation is required for Emergency Withdrawal.

Emergency withdrawal allows a student to have a withdrawal after the published deadline (these deadlines are posted on the Colleges' websites); fees to be refunded (the student must request the refund); and repeatability of the course.

There is no impact on apportionment due to Emergency Withdrawal.

"EW" is also assigned if a student withdraws from a class due to unlawful discrimination or retaliation.

Excused withdrawals are not counted in progress probation and dismissal calculations.

Excused withdrawals are not counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Students enrolled in classes with a Pass/No Pass "grading option" must select the Pass/No pass option no later than the last day of the respective class.

A Pass ("P") may be granted only when the work is of a quality equivalent to a grade of "C" or better.

All units earned at an accredited college or university on a credit/no credit basis will be counted toward the degree requirements of the College.

Grades of no pass ("NP") are considered in determining probation and dismissal.

In courses where a single standard of performance exists for which unit credit is assigned, only a P or NP grade will be given.

Grading of direct assessment competency-based education modules

Direct assessment competency-based education modules shall adhere to the following evaluative symbols:

M	Mastery - obtaining at minimum 80 percent on the summative assessment
M+	Mastery with Distinction - obtaining at minimum 90 percent on the summative assessment
PW	Progress Withdrawal - demonstration of mastery not met after the maximum number of summative assessments attempted

To determine grade point average, the following grade equivalency standards will be used:

- (1) Mastery shall be denoted as a range of excellence.
- (2) An evaluative symbol of M will be translated into a letter grade of “B” with a grade point of 3.0.
- (3) An evaluative symbol of M+ will be translated into a letter grade of “A” with a grade point of 4.0.

The District adopts the credit hour equivalency methodology outlined in Title 5 Section 55270.12 for the purpose of calculating grade point average.

The District shall provide students in direct assessment competency-based education programs with dual transcripts, as described below.

- (1) The competency-based transcript shall use the evaluative and non-evaluative symbols described above.
- (2) The credit-hour equivalency transcript shall use the methodology outlined above to translate competencies into the traditional credit-hour units to calculate grade point average.

Grading of noncredit courses

The following grades will be used for noncredit courses. These grades shall not be used in calculating GPAs, have no numeric value, and shall not be considered in determining academic probation, progress probation, or dismissal. All noncredit courses will include the P/NP/SP grade choice. The student may choose a letter grade if available on the course outline of record.

SP Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol.)

P Passing (at least satisfactory)

NP No Pass (less than satisfactory, or failing)

A-NC Excellent

B-NC Good

C-NC Satisfactory

D-NC Passing

F-NC Failing

W-NC Withdrawal after the start of the class. It is the student's responsibility to withdraw from the class. In noncredit classes, a student can withdraw at any time after the class started and be assigned a W-NC symbol.

MW-NC The military withdrawal symbol may be used to denote military

withdrawal in accordance with Title 5 Section 55024 and BP 5013.

EW-NC Excused Withdrawal (for description see above)

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