

AP 4230 Grading Symbols

Reference:

Title 5 Sections 55023, 55024

Evaluation grades are averaged on the basis of the point equivalencies to determine a student's grade-point average. Non-evaluative symbols are not used in calculating grade-point averages. Evaluative symbols and grade-points are as follows:

Evaluative Symbols and Grade Points Evaluative Grade	Symbols Definition	Grade Point Average
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory)	-
NP	No Pass (less than satisfactory)	-
Z	Credit for Prior Learning	-
Non-Evaluative Symbols and Grade Points Evaluative Grade	Symbols Definition	Grade Point Average
I	Incomplete	0
IP	In Progress	0
RD	Report Delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0
EW	Excused Withdrawal	0
FW	Unofficial Withdrawal	0

I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the “I” shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. 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. 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.

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 a 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.

MW – Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW – Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

FW – Unofficial Withdrawal: This symbol is used in instances such as lack of attendance.

Z – Credit for Prior Learning: The Z symbol may be used to denote credit earned through the successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of

prior learning, if the District determines that such prior learning satisfies the District's standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.