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**CCLC Update 39** - The Service updated this procedure to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol for such purposes.

**CCLC Update 42** - The Service updated this procedure to align with updated Title 5 regulations. **Six-Year Review**

## **AP 4230      Grading and Academic Record Symbols**

References:      ***Title 5, 55023 and 55024***

Date Issued:      June 10, 2009

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In accordance with the policy of the Governing Board and through mutual agreement with the Academic Senates, these procedures outline the grading and record symbols used for the evaluation and recording of coursework. Grades are earned in each course and recorded on a semester basis on the student's permanent record. These grading and record symbols will also appear in the college catalog(s).

### **Evaluative Symbols:**

Instructors have the option to assign the following grade symbols (shown with the assigned grade point value) using a plus-minus system as follows:

<b>A+</b> = 4.0	<b>B+</b> = 3.3	<b>C+</b> = 2.3	<b>D</b> = 1.0
<b>A</b> = 4.0	<b>B</b> = 3.0	<b>C</b> = 2.0	<b>F</b> = 0.0
<b>A-</b> = 3.7	<b>B-</b> = 2.7		

### **Non-Evaluative Symbols:**

The following symbols are a non-evaluative record of coursework. P, NP, W, MW, EW, I, IP, and RD are not used in the computation of grade point average but the W, NP, and I are used for purposes of progress alert and disqualification status.

**W** = **Withdrawal** (issued to students who withdraw before the final drop deadline)

**MW** = **Military Withdrawal** (awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses)

**P** = **Pass** (units are not calculated in grade point averages)

**NP** = **No Pass** (units are not calculated in grade point averages)

**I** = **Incomplete** (Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term - not used in calculating units attempted nor for grade points)

**IP** = **In Progress** (used only in courses which are offered on an "open entry/open exit" basis - not used in calculating grade point averages)

**RD** = **Report Delayed** (assigned by the Admissions and Records Office only when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student - not used in calculating grade point averages)

**EW = Excused Withdrawal** (awarded when specific events beyond the control of the student affect his or her ability to complete a course(s) – not to be used in progress probation and dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt)