

## BOARD POLICY 4230

## Grading and Academic Record Symbols

### Semester Unit of Credit

College work at El Camino College is measured in terms of semester units. One unit of credit is awarded for approximately 54 hours of lecture, study or laboratory work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work.

### Grades, Grade Points, and Grade Point Average

Grade points are numerical values which indicate the scholarship level of letter grades. Grade point average equals total grade points divided by total units attempted for credit courses in which letter grades have been assigned. Grade points are assigned according to the following scale:

A-Excellent	4 points for each unit
B-Good	3 points for each unit
C-Satisfactory	2 points for each unit
D-Passing, less than satisfactory	1 point for each unit
F-Failing	0 points for each unit
P – Pass (at least satisfactory – units awarded not counted in grade point average)	See Note 1
NP – No Pass (less than satisfactory, or failing – units not counted in grade point average)	See Note 1
I-Incomplete	See Note 2
IP-In Progress	See Note 3
W-Withdrawal	See Note 4
MW-Military Withdrawal	See Note 5

### Notes:

1. Pass-No Pass (formerly Cr/NC for Credit/No Credit) A certain number of courses are offered only on a P/NP basis while some others are offered on a P/NP or letter grade option depending on which the student selects by the fourth week of a 16-week class or 25% of a class. A student earning a P grade will receive unit

credit toward graduation if the course is degree-applicable. Unit credit earned in P/NP courses will not be considered when calculating grade point average. Designation of P/NP or option P/NP grading is included in the course description. All grades in credit courses except W and P/NP will be considered in determining the grade point average. While NP and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NPs is subject to probation or dismissal regulations.

### 2.I-Incomplete

A student may receive a notation of “I” (Incomplete) and a default grade when a student did not complete his or her academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade to be assigned by the instructor and designated on the student’s transcript will be IB, IC, ID, or IF. Collectively, these grades will be referred to as an “I” grade. The written record containing the conditions for removal of the “I” will be held for the student in the Records Office through the sixth week of the next regular semester. If the student does not complete the required work by the end of the sixth week, the “I” will automatically be removed and the default grade will be assigned. Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

### 3. IP-In Progress

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. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not reenroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade-A through F, P or NP) to be recorded on the student’s permanent record for the course.

### 4. W-Withdrawal

It is the student’s responsibility to process a withdrawal. A student may also be dropped by the instructor if the student has excessive absences. Withdrawal from classes is authorized through the 12<sup>th</sup> week of instruction in a 16 week class, or 75% of a class, whichever is less. If a student remains in class beyond the published

withdrawal date an evaluative symbol (grade-A through F, P or NP) or an “I” (Incomplete) shall be assigned. A student who must withdraw after the published withdrawal date due to extenuating circumstances may petition for assignment of a “W.” Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation (“W” or other) shall be made on the academic record of the student who withdraws prior to the close of the fourth week of a 16-week class, or 30% of a class, whichever is less. Any withdrawal occurring after the published No Notation date shall be recorded as a “W” on the student’s record.

The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors in probation and dismissal procedures.

#### 5. MW –Military Withdrawal

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the student may be assigned "MW." Military withdrawals shall not be counted in the limitation on excessive withdrawals nor in progress probation and dismissal calculations.

#### Notes:

- The Grade Change process is now covered by BP 4231. Adopted by Board 12/17/07.
- The Probation and Dismissal portion of this policy is now covered by BP 4250. Recommended for adoption 6/09.
- The Course Repetition portion of this policy is now covered by BP 4225. Adopted by the Board 7/17/06.
- The Academic Renewal portion of this policy is now covered by BP 4240. Adopted by Board 8/21/06.

Previous Board Policy Number: 6130, 5/16/05 and 4220, 7/20/09

El Camino College

Adopted: 4/11/83

Amended: 5/14/84, 1/27/86, 1/26/87, 11/23/87, 3/13/89, 4/10/89, 5/9/91, 6/22/98;  
7/20/09