

## Administrative Procedure 4230      Grading and Academic Record Symbols

The grading practices of the El Camino Community College District shall be as follows:

### **Semester Unit of Credit**

Instructors will maintain records required by the District and report grades in a timely manner based on District procedures, as per the Instructor Position Description. Instructors shall maintain a careful record of graded assignments and, to support the grade assigned for the course, the grade roster should have a minimum of three grades plus the final examination grade for each student.

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

Grade points are numerical values which indicate the scholarship level of letter grades. The grade point average equals the total grade points divided by the total units attempted for credit courses in which letter grades (evaluative symbols) have been assigned. Grade points are assigned according to the scale in the chart below and shall be published in the college catalog.

### **Evaluative Symbols**

<b>A</b>	Excellent	4 points for each unit
<b>B</b>	Good	3 points for each unit
<b>C</b>	Satisfactory	2 points for each unit
<b>D</b>	Passing, less than satisfactory	1 point for each unit
<b>F</b>	Failing	0 points for each unit
<b>P</b>	Pass, at least satisfactory (formerly C for Credit)	See Note 1
<b>NP</b>	No Pass, less than satisfactory (formerly NC for No Credit)	See Note 1
<b>SP</b>	Satisfactory Progress	See Note 2

### **Non-Evaluative Symbols**

<b>I</b>	Incomplete	See Note 3
<b>IP</b>	In Progress	See Note 4
<b>W</b>	Withdrawal	See Note 5
<b>MW</b>	Military Withdrawal	See Note 6
<b>EW</b>	Excused Withdrawal	See Note 7
<b>RD</b>	Report Delayed	See Note 8

## Notes:

### 1. P/NP – Pass/No Pass (formerly Cr/NC for Credit/No Credit)

Some courses are offered only on a P/NP basis while 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 the duration of the course. A student earning a P grade will receive unit credit toward graduation if the course is degree-applicable. A P Grade is considered a C grade or higher. Non-credit courses may also be offered P/NP. 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 course repetition limitations and probation or dismissal regulations

### 2. SP – Satisfactory Progress

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

### 3. I - Incomplete

A student may request to receive a notation of I (Incomplete) and a default grade from an instructor 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, IF, or INP. 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 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.

### 4. 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 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 re-enroll 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.

#### **5. W - Withdrawal**

It is the responsibility of the student to officially drop a class by the published withdrawal date. If a student fails to drop by that date, the student may be subject to a substandard grade. A student may also be dropped by the instructor if the student has been absent for more than 10% of the scheduled class meetings. Withdrawal from classes is authorized through the 12th 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 second week of a 16-week class, or 20% 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 notations shall be used as factors in course repetition and probation and dismissal procedures.

#### **6. 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 by the registrar, 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.

#### **7. EW – Excused Withdrawal**

An Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and 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, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impractical. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer.

Upon verification of these conditions by the registrar, and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an EW.

An Excused Withdrawal shall not be counted in progress probation and dismissal calculations and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

### **8. 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.

#### **References:**

Title 5 §55021, §55023, and §55024

Instructor Position Description. Appendix A. Agreement between El Camino Community College District and El Camino College Federation of Teachers.

#### Related Policies and Procedures:

BP/AP 4225 Course

Repetition BP/AP 4231 Grade

Change BP/AP 4240

Academic Renewal

BP/AP 4250 Probation, Dismissal and Readmission

#### Revisions:

Admissions & Records: 3/27/2019

Ed Policies Committee 4/23/19

Council of Deans 4/11/19

Academic Senate 5/21/19

College Council 8/19/19

El Camino College

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