

Proposed, October 29, 2020

**AP 4230 Grading and Academic Record Symbols - Administrative Procedures, Chapter 4
Academic Affairs; Reference: Title 5, Section 55023 & 55024**

Ohlone College uses the following letter grade system for evaluating the quality of students' work:

Evaluative Grades

| <u>Symbol</u> | <u>Definition</u> | <u>Grade Points</u> |
|---------------|---|---------------------|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Satisfactory | 2 |
| D | Passing, less than satisfactory | 1 |
| F | Failing | 0 |
| P | Pass (at least satisfactory) | 0 |
| NP | No Pass (less than satisfactory or failing) | 0 |

Non-Evaluative Grades

| <u>Symbol</u> | <u>Definition</u> | <u>Grade Points</u> |
|---------------|------------------------------|---------------------|
| I | Incomplete | 0 |
| IP | In Progress | 0 |
| MW | Military Withdrawal | 0 |
| RD | Report Delayed | 0 |
| W | Withdrawal | 0 |
| EW | Excused Withdrawal | 0 |
| CR | Credit (prior to FA 2009) | 0 |
| NC | No Credit (prior to FA 2009) | 0 |

Ohlone College may use the following letter grade system for evaluating the quality of students' noncredit work:

| <u>Symbol</u> | <u>Definition</u> | <u>Grade Points</u> |
|---------------|---|---------------------|
| P | Pass (at least satisfactory) | 0 |
| NP | No Pass (less than satisfactory or failing) | 0 |
| SP | Satisfactory Progress | 0 |

Endorsed by the Ohlone Faculty Senate on XXXX, signed by the President on XXXX.

Non-Evaluative Symbols:

EW = Excused Withdrawal: The "EW" symbol may be used to denote withdrawal. Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s). These events may include an accident or illness, 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 circumstances making course completion impracticable. Upon consultation with the course faculty and verification of these conditions and submission of documentation substantiating the condition, an excused withdrawal symbol may be assigned. An "EW" will not count towards a student's attempts taking a class nor is it calculated into a student's GPA. Petitions to request an "EW" must be made within two years from the official last day of the semester for which the student is requesting and "EW."

I = Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of a semester. 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 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" symbol shall not be used in calculating grade point average, calculating unit credit, or grade point balance. The course must be completed within two academic semesters. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

MW = Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with (Title 5 section 55024). The "MW" symbol is part of the Academic Record Symbols and Grade Point Average regulations to assist students who are members of an active or reserve military service, and who receive orders compelling withdrawal from courses. The "MW" symbol shall not be used in calculating units attempted for grade points or progress. There shall not be any charge for Military Withdrawal, and a full refund of enrollment fees shall be made for all class(es) from which the student must withdraw. Upon verification of such orders, this symbol shall be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations. Upon petition of a student who receives an order compelling a withdrawal from courses, the District shall refund the entire enrollment fee unless academic credit is awarded.

P = Pass & NP = No Pass: The “P” and “NP” symbols may be used for a course in which a student is enrolled for a “pass-no-pass” grade. All units of credit earned on a “pass-no-pass” basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements. Units earned on a “pass-no-pass” basis shall not be used to calculate grade point averages. However, units attempted for which the symbol “NP” (as defined in section 55023) is recorded shall be considered in probation and dismissal procedures.

RD = Report Delayed: The “RD” symbol may be assigned by the responsible Admissions and Records Administrator or designee 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 average.

SP = Satisfactory Progress: The “SP” symbol may be assigned to a student making satisfactory progress towards completion of a course. (The symbol is only used for noncredit courses and is not supplanted by any other symbol).

W = Withdrawal The “W” symbol may be assigned to students who withdraw before the final drop deadline.