

## Ohlone College

### Background on Proposed Changes to Administrative Procedure 4230

After reviewing the most recent Community College League of California template dated October 2018, the following changes are proposed for AP 4230 Grading and Academic Record Symbols which was last approved in June 2012:

- Added additional Title 5 reference 55024
- Added EW - Excused Withdrawal non-evaluative grade symbol
- Added SP - Satisfactory Progress (noncredit only) non-evaluative grade symbol
- Added descriptions for non-evaluative grade symbols based on language from the Community College League of California template.

Note: per Title 5 Section 55024:

- “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)
- The use of an EW is “based upon verifiable documentation supporting the request.”
- A grade change petition is required when a student is attempting to turn an evaluative symbol into an EW or W.

Changes to the current version are noted in yellow below.

Effective Date: Academic Year 2020-21, depending on needed technology system changes.

## AP 4230 Grading and Academic Record Symbols

Reference: Title 5, Sections 55023 & 55024

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

### Evaluative Grades

Symbol	Definition	Grade Points
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

Symbol	Definition	Grade Points
EW	Excused Withdrawal	0
I	Incomplete	0
IP	In Progress	0
MW	Military Withdrawal	0
RD	Report Delayed	0
SP	Satisfactory Progress (noncredit only)	0
W	Withdrawal	0

EW – Excused Withdrawal: Withdrawal from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s).

I – Incomplete: may be used when an unforeseeable, emergency with justifiable reasons occurs after the last day to drop for a W.

IP – In Progress: Used only in courses which extend beyond the normal end of an academic term.

MW = Military Withdrawal: may be used to denote military withdrawal.

RD – Report Delayed: used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student (assigned by the registrar only).

SP = Satisfactory Progress: may be assigned to a student making satisfactory progress towards completion of a noncredit course.

W – Withdrawal: used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

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