

## **Chapter 4 – Academic Affairs**

### **AP 4230 Grading Symbols**

**Reference:**

Title 5 Section 55023

The Mt. San Antonio College Catalog contains the most recent information regarding Grading Symbols. This document is updated annually for currency and correctness using a review process that includes consultation with the Academic Senate.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

### MW - Military Withdrawal

The "MW," military withdrawal, mark shall be assigned only for students who are members of an active or reserve military unit, and who receive orders compelling a withdrawal from courses. Upon verification of such order, this symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The "MW" shall not be counted in determining registration priority, progress probation, and dismissal calculations. A "W" previously incurred commencing January 1, 1990, and which meets the definition of "MW" may be changed to "MW." (AP 5013)

### EW - Excused Withdrawal

The "EW," excused withdrawal (effective Fall 2018), mark shall be assigned only 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 is incarcerated in a California State Prison or county jail, when the student is the subject of an immigration action, or other extenuating circumstances. Upon verification of these conditions 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 "EW" shall not be counted in progress probation and dismissal calculations or toward the number of permitted withdrawals or counted as an enrollment attempt.

### Final Examinations

A final examination shall be administered in all classes in compliance with the Final Exam Schedule prepared each term. If a student is unable to attend a scheduled final examination, he/she must contact his/her instructor to make other arrangements. A student who does not take a final examination and who does not qualify for an "Incomplete" (see Grading System-Incomplete), shall be assigned the grade "F" or "Zero" for the examination, and this grade shall be averaged in determining the final course grade.

### Pass/No Pass Grades

The Pass or No Pass (P or NP) grading option was designed to encourage students to explore subject areas of interest outside of their major areas of competence or known abilities without being overly concerned with a grade or with jeopardizing their grade point average and to afford an opportunity for departments to offer courses in which there is a diminished emphasis on grades.

Courses may be offered for Pass or No Pass in either of the following categories and will be specified in the catalog and schedule of classes:

- **Pass/No Pass Only Grade**

Courses wherein all students are evaluated on a Pass or No Pass basis only.

- **Option of Letter Grade or Pass/ No Pass Grade**

Courses in which each student has the option to individually elect Pass or No Pass or letter grade.

In courses offering the grading option, students are automatically registered on a letter grade basis at the time of registration. If a change is desired, the student can make the change on their student portal within the first 20% of the course or in person with a picture ID at the Admissions and Records Office located in the Student Services Center (Bldg 9B) within the first 30% of the course. The grading option is not reversible after the deadline to request a grade change has passed.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course. A grade of "P" is earned for coursework equal to a grade of "C" or better. A grade of "NP" is earned for coursework equal to a grade of "D" or "F". Neither "P" nor "NP" grades are used in computation of grade point average; however, P or NP units will appear on the transcript of record.

**Students are advised that four-year institutions may limit the number of units acceptable for transfer completed with a P or NP notation. Students should investigate the policies of the institutions to which they may wish to transfer to determine the acceptability of P (Pass) grades in courses in the student's major. Before selecting the pass or no pass option, students should consult with a counselor.**

### Credit for Extra Institutional Learning

#### Philosophical Basis

This policy of granting credit for extra-institutional learning is provided for students under special conditions in recognition of learning that has been attained outside the sponsorship of legally authorized and accredited post-secondary institutions. (AP 4285)

#### General Policy Statement

Credit for extra-institutional learning will be awarded to those students who have attained competency of subject matter through experiences outside of the sponsorship of legally authorized and accredited post-secondary institutions.

The College will accept the recommendations of the American Council on Education in reference to the *Guide to the Evaluation of Educational Experiences in the Armed Services* and the *National Guide to College Credit for Workforce Training*; The College Board in reference to its recommendation of Advanced Placement Examinations, and credit recommendations from other similar nationally recognized academic

4.0	<p>“EW” Grades – George Bradshaw</p>	<p>George reviewed AP 4225 – Course Repetition and Withdrawals based on a change in state law from Spring of 2018. Mt. SAC instituted this change in Fall of 2018. Proposed changes to AP 4225 are based on this statewide change. The EW will not be counted toward the limit on repeatability, and does not count toward probation, but does not provide a refund.</p> <p>AP 4230 – Grading Symbols simply refers to the College Catalog and does not define any of the grading symbols. George reported that the EW will be listed in the 2019-20 college catalog.</p> <p>AP 5013 – Military Personnel – “Withdrawal Policies for Members of the Military” is somewhat related. Do we also need to change AP 5013? We don’t believe so.</p>	<p>Consensus to forward to AP 4225 as revised.</p> <p>Will add Title 5 56029 as a reference at the top, strike out other Title 5 references in the text of AP 4225.</p> <p>Bring back AP 4230 with the grading symbols inserted (rather than just the catalog). (George)</p>
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