

## Chapter 4 – Academic Affairs

### AP 4230 Grading Symbols

#### Reference:

Title 5 Section 55023, Education Code § 76224

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.

The added language below on instructors determining student grades is in EC 76224 which was not cited.

~~When grades are given for any course of instruction, the g~~ **The instructor of the course determines the grades** given earned to by each student ~~shall be the grade determined by the instructor of the course.~~ The determination of the student's grade, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

#### EVALUATIVE SYMBOLS

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
<u>A</u>	<u>Excellent</u>	<u>4.0</u>
<u>B</u>	<u>Good</u>	<u>3.0</u>
<u>C</u>	<u>Satisfactory</u>	<u>2.0</u>
<u>D</u>	<u>Less than Satisfactory</u>	<u>1.0</u>
<u>F</u>	<u>Failing</u>	<u>0.0</u>
<u>P</u>	<u>Passing (at least Satisfactory)</u>	<u>Units Awarded Not Counted in GPA</u> <u>Used in Noncredit Courses</u> <u>OR</u> <u>Used in Credit and Noncredit Courses</u>
<u>NP</u>	<u>No Pass (less than Satisfactory or Failing)</u>	<u>Units Not Counted in GPA</u> <u>Used in Noncredit Courses</u> <u>OR</u> <u>Used in Credit and Noncredit Courses</u>
<u>SP</u>	<u>Satisfactory Progress (satisfactory progress towards completion of course)</u>	<u>Noncredit Courses Only</u>
<u>CR</u>	<u>Passing (at least Satisfactory)</u>	<u>Units Awarded Not Counted in GPA</u>
<u>NC</u>	<u>No Pass (less than Satisfactory or Failing)</u>	<u>Units Not Counted in <del>the</del> GPA</u>
<u>WF</u>	<u>Withdrew Failing</u>	<u>0.0</u>

**\*CR/NC options were replaced by P/NP options effective Summer 2009**

- (a) The District may offer courses on a Pass/NoPass basis, Standard grade mode or both. The college's catalog will denote which options are available for a given course. The desired grade mode choice for credit courses can be made at registration but must be finalized no later than the 30% of the course. Standard letter grades (A, B, C, D, F) may be assigned for both credit and noncredit courses.
- (b) Upon completion of at least 30% of the credit course, the student may no longer make changes to the grade mode on file.
- (c) All units earned on a "pass-no pass" basis shall be counted in satisfaction of community college curriculum requirements.
- (d) Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, credit units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.
- (e) Noncredit grades have do not have any effect on students' credit transcript academic record.

**EVALUATIVE SYMBOLS UTILIZED DURING COVID-19**

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
<u>DV</u>	<u>Less than Satisfactory Earned during COVID-19 pandemic</u>	<u>1.0</u>
<u>FV</u>	<u>Failing Earned during the COVID-19 pandemic</u>	<u>0.0</u>
<u>NPV</u>	<u>No Pass (less than Satisfactory or Failing) Earned during COVID-19 pandemic</u>	<u>Units Not Counted in GPA</u>

These evaluative symbols were used from Spring 2020-Spring 2022. Mt. SAC we developed the "V" to recognize opportunities to participate in the learning process were limited during the Covid-19 pandemic and therefore grades from this time could reflect not only students' academic achieve, but also the impact of the pandemic on student performance.

**NON EVALUATIVE SYMBOLS (credit courses only)**

<u>SYMBOL</u>	<u>DEFINITION</u>
<u>I</u>	<u>Incomplete – Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time</u>

	<u>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.</u>
<u>W</u>	<u>Withdrawal - Assigned to students who officially withdraw from a class. "W" grades are not used in calculating GPA, but are used as factors in probation and dismissal procedures.</u>
<u>MW</u>	<u>Military Withdrawal – Students who receive military orders compelling withdrawal from classes shall be permitted to withdraw at any time with no adverse impact on academic records or enrollment status. Students shall show copies of military orders before the "MW" can be processed. Military withdrawal shall not be counted in progress probation or dismissal calculations.</u>
<u>EW</u>	<u>"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 as described in (a)(2), making course completion impracticable. 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 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."</u>
<u>IP</u>	<u>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</u>

	<u>which the course is completed. The “IP” shall not be used in calculating grade point averages.</u>
<u>RD</u>	<u>The "RD" symbol may only be assigned by the Office of Admissions and Records. 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.</u>

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

[Brought up in AMAC 6.6.22, edits suggested to include the tables with grading symbols and not just refer to the catalog. CU forwarded to Sara M and AYN for SPEAC agenda in Fall 2022]