

**Grading and Academic Record Symbols**

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Date Revised:	5/8/2026
Date Reviewed:	5/8/2026
References:	Title 5 Section 55023, 55024, 55051, 55052, and 55052.5

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student’s grade point average using only the following evaluative symbols:

Evaluative symbols:

A	=	Excellent (Grade Point = 4)
B	=	Good (Grade Point = 3)
C	=	Satisfactory (Grade Point = 2)
D	=	Less than satisfactory (Grade Point = 1)
F	=	Failing (Grade Point = 0)
P*	=	Passing (at least satisfactory; units awarded not counted in grade point average; has the same meaning as “CR” as that symbol was defined prior to the summer 2009 term)
NP*	=	No Pass (less than satisfactory or failing; units not counted in grade point average; has same meaning as “NC” as that symbol was defined prior to the summer 2009 term)
SP	=	Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)

Non-Evaluative symbols:

I	=	Incomplete. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term. The condition for removal of the “I” shall be stated by the instructor on an Incomplete Petition and contain the conditions for the removal of the “I” and the grade assignment in lieu of its removal. A copy of the Incomplete
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Petition 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 will 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 is not used in calculating units attempted for grade points.

- IP = In Progress. The “IP” symbol denotes that the class extends 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 is not used in calculating grade point averages. 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.
- 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” is not be used in calculating grade point averages.
- W = Withdrawal. Withdrawal from classes or college authorized through two-thirds of the course term The academic record of a student who remains in class beyond that date must reflect a grade symbol other than a “W.” Courses dropped prior to census, or its equivalent for short term courses, will not appear on the student’s academic record.
- MW = Military Withdrawal. Military withdrawal may be assigned by the Registrar 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, military withdrawal may be assigned at any time after the Add/Drop period. Military withdrawals shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals.

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/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 subject to immigration action, or other extenuating circumstance making 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 the 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, a withdrawal symbol of "EW" may be notated at any time after the period established by the District during which no notation is made for withdrawals. An excused withdrawal will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations.

Letter Grade w/notation = Credit for Prior Learning: The symbol may be used to denote credit earned through successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of prior learning, if the District determines that such prior learning satisfies the District's standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.

\*For Pass/No Pass Policy, refer to Administrative Procedure 4232.

See Board Policy 4230.