



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Grading and Academic Record Symbols
Code	AP 4230
Status	New
Legal	California Code of Regulations, Title 5, Section 55023 California Code of Regulations, Title 5, Section 55024
Origin	CCLC Legally required - 11/28/18 APM – Change to add FW grade, explanation regarding plus/minus grades, and Title 5 language related to withdrawal. Seek senate feedback.

(CCLC NOTE: This procedure is **legally required**. Local practice may be inserted, but must comply with Title 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 = 4.0)

A Excellent (Grade Point = 4.0)

A- Excellent (Grade Point = 3.7)

B+ Good (Grade Point = 3.3)

B Good (Grade Point = 3)

B- Good (Grade Point = 2.7)

C+ Satisfactory (Grade Point = 2.3)

C Satisfactory (Grade Point = 2)

D+ Less than satisfactory (Grade Point = 1.3)

D Less than satisfactory (Grade Point = 1)

D- Less than satisfactory (Grade Point = .7)

F – Failing (Grade Point = 0)

FW – Unofficial withdrawal (Grade Point = 0) (the “FW” grade symbol is used to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The “FW” symbol may not be used if a student has qualified for and been granted military withdrawal.

P – Passing (At least satisfactory – units awarded not counted in GPA)

NP – No Pass (Less than satisfactory, or failing – units not counted in GPA)

SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

CCLC NOTE: Districts that have adopted “plus-minus” grades would insert those grades. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

CCLC NOTE: Districts that have adopted the "FW" grade symbol (unofficial withdrawal) would insert that symbol under the list of evaluative symbols. The "FW" symbol may not be used if a student has qualified for and been granted a military withdrawal. If "FW" is used, its grade point value is 0.

Non-Evaluative Symbols:

I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. 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 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" shall not be used in calculating grade point averages.

W – Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

- Withdrawal from a course or courses shall be authorized through 75 percent of a term. The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between 30 percent of a term and 75 percent of a term. The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section Title 5, Section 55023 other than a "W."
- The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after 75 percent of the term upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first 30 percent of a term. The governing board may establish a period of time shorter than 30 percent of a term, during which no notation shall be made.
- Withdrawal between 30 percent of the term (or such time as established by the district) and 75 percent of a term shall be authorized, provided the appropriate faculty is informed.
- Withdrawal after 75 percent of a term when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."
- For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.
- The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to Title 5, Sections 55031 et seq.
- A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
- The district policy shall establish the number of times (not to exceed three times) that a student may withdraw and receive a "W" symbol on his or her record for enrollment in the same course. The district policy may permit a student to enroll again in a course after having previously received the authorized number of "W" symbols in the same course in colleges within the district, if the chief instructional officer, chief student services officer or other

district official designated in the district policy approves such enrollment after review of a petition filed by the student.

- The district policy may provide that a “W” symbol will not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.
- The district policy shall include provisions for intervention in cases of multiple withdrawals.

MW – Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with Title 5, Section 55024.

- “Military Withdrawal” (MW) occurs 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, a 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 a “MW.”
- Military withdrawals shall not be counted in progress probation and dismissal calculations.
- Military withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.
- In no case may a military withdrawal result in a student being assigned an “FW” grade.

EW – Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with 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) 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 Title 5, Section 55024(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-term 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.”
- Excused withdrawal shall not be counted in progress probation and dismissal calculations.
- Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.
- In no case may an excused withdrawal result in a student being assigned an “FW” grade.

See Board Policy 4230 Grading