

**Coast Community College District**  
**Administrative Procedure**  
Chapter4  
Academic Affairs

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**AP 4230 Grading and Academic Record Symbols**

**References:**

Title 5, Sections 55021, 55022, 55023, 55024  
AP 4225 Course Repetition

In accordance with BP 4230 Grading and Academic Record Symbols, each College shall award letter grades of "A" through "F" or grades of "P" (pass) or "NP" (no pass) in all college unit (credit) courses as follows:

SYMBOL	DEFINITION	GRADE POINTS/UNITS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1 less than satisfactory
F	Failing	0
P	Pass	at least satisfactory; units awarded, not counted in grade point average (GPA)
NP	No Pass	less than satisfactory, or failing; units not counted in GPA

The following nonevaluative symbols may also be used as defined but shall not be used in calculating GPAs.

SYMBOL	DEFINITION
W	<ol style="list-style-type: none"><li>1. Withdrawal from a class or classes shall be permitted through the last day of the 14<sup>th</sup> week of the semester or 75% of a class, whichever is less.</li><li>2. No notation ("W" or other) shall be made on the academic record of a student who withdraws during the first two weeks of the semester or 20% of a class, whichever is less.</li><li>3. It is the student's responsibility to withdraw from class and to notify the instructor, within the appropriate period of time, to avoid a penalty grade.</li></ol>

4. The "W" shall not be used in calculating GPA, but shall be used in determining probation and dismissal.
5. A student may withdraw no more than three times from the same course and receive a "W" However, see AP 4225 Course Repetition for additional clarification.
6. In the cases of multiple withdrawals by a student from the same course, the College will contact the student to determine the impact on the student's educational goal and provide appropriate support services and options, as needed.

- I
1. Incomplete academic work for unforeseen, emergency, and justifiable reasons at the end of a term may result in an "I" symbol being entered in the student's permanent record. The condition for the 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. This 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.
  2. The "I" may be made up no later than one year following the end of the term in which it was assigned. The student will be notified by the College regarding the conditions necessary to receive a grade.
  3. 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.
  4. A student may petition for a time extension due to unusual circumstances by contacting the College Director of Admissions and Records.

IP

The "IP" (in progress) symbol shall be used to denote 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 grade shall appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating GPA. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student's permanent record for the class.

RD The "RD" (report delayed) symbol may be assigned by the registrar only. It indicates 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 GPAs.

MW The "MW" (military withdrawal) symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW 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, namely verified cases of accidents, illnesses, 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."

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.

Students electing the pass/no pass option will review the following procedures prior to making their decision:

The student must select the letter grade or pass/no pass option in "optional" graded classes no later than the third week of a semester-length class or prior to the completion of the first 20% of the class.

A Pass ("P") may be granted only when the work is of a quality equivalent to a grade of "C" or better.

All units earned at an accredited college or university on a credit/no credit basis will be counted toward the degree requirements of the college.

Grades of no pass ("NP") are considered in determining probation and dismissal.

In courses where a single standard of performance exists for which unit credit is assigned, only a P or NP grade will be given.

### **Grading of noncredit courses**

The following grades will be used for noncredit courses. These grades shall not be used in calculating GPAs, have no numeric value, and shall not be considered in determining academic probation, progress probation, or dismissal. For all noncredit courses, the student will be able to choose whether to receive P/NP/SP or a grade.

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

P Passing (at least satisfactory)

NP No Pass (less than satisfactory, or failing)

A-NC Excellent

B-NC Good

C-NC Satisfactory

D-NC Passing

F-NC Failing

W-NC Withdrawal after the start of the class. It is the student's responsibility to withdraw from the class. In noncredit classes, a student can withdraw at any time after the class started and be assigned a W-NC symbol.

MW-NC The military withdrawal symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024 and BP 5013.

EW-NC Excused Withdrawal (for description see above)

Ratified May 2, 2012  
Ratified June 20, 2018  
Ratified February 6, 2019