Evaluative symbols:
A: Excellent – 4 grade points per unit
B: Good – 3 grade points per unit
C: Satisfactory – 2 grade points per unit
D: Passing (Less than satisfactory) – 1 grade point per unit
F: Failing – 0 grade points
P: Pass (At least satisfactory) – 0 grade points, normal units
NP: No Pass (Less than satisfactory) – completed course without achievement: 0 grade points, 0 units

Non-Evaluative symbols:
I: Incomplete
IP: In progress
RD: Report delayed
W: Withdrawal
MW: Military withdrawal

Controls and conditions for use of non-evaluative symbols:

1. Incomplete “I” symbol:
   - When a student has done passing work and has had regular attendance for at least 75% of the course but because of illness or other unforeseeable, emergency, and justifiable reasons, is unable to take the final examination or otherwise complete the course, the grade of “I” may be recorded.
   - The condition for removal of the “I” and the grade assigned in lieu of its removal shall be stated by the instructor in a written record which shall be given to the student with a copy filed with the registrar. A student may not clear an “I” grade by re-enrolling in the course.
   - 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 elapsed.
   - An “I” may not be made up later than one year from the end of the semester in which it was assigned. A student may petition to the instructor or division, with a copy sent to the Admissions and Records Office for a time extension due to unusual circumstances.
   - Instructors have the sole responsibility for granting or changing all grades in courses. If instructors are no longer available, “I” grades may be completed only by division deans based on grade records and subsequent evaluation. The “I” shall not be used in calculating units attempted or for grade points.

2. In Progress “IP” symbol:
   - The “IP” symbol shall be used only in those courses which extend beyond the normal end of the academic term. It indicates that a substantive grade must await the completion of the course.
• The appropriate final evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The student must re-enroll in the same course until course completion.
• If a student enrolled in an “open entry/open exit” course is assigned an “IP” at the end of an attendance period and does not re-enroll during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade). This grade shall be recorded on the student’s permanent record for the course.

3. Report delayed “RD” symbol:
• The “RD” symbol may be assigned only by the Registrar when there is a delay in reporting the grade of a student and shall be replaced by a grade as soon as possible.

4. Withdrawal “W” symbol:
• No notation (“W” or other) shall be made on the academic record of a student who withdraws from a course during the first two (2) weeks or 30% of the course, whichever is less.
• Beginning with the third week of a semester and through the twelfth week, a student who withdraws from a full-term course will receive a “W” grade. The course name and number and this grade will appear on his/her permanent record.
• Beginning with the seventh week of a semester and through 75% of the term, the instructor of a student who withdraws from a full-term course may issue the student a “W”, an “NP”, or “F” grade. The course name and number and the grade will appear on the student’s permanent record.
• If the withdrawal from school between the 30% and 75% mark is due to extenuating circumstances such as verified cases of accidents, illnesses, or other circumstances beyond the student’s control, the instructor will use discretion in granting the student an “NP” “F”, or “W” grade. Short-term courses follow the same formula.
• After 75% of any course has elapsed, no “W” will be issued.
• Any exceptions to this policy may be addressed to the Academic Council via petition which must have a counselor’s recommendation. Due to restrictions on repetition the student who is enrolled in a non-repeatable course for a fourth time must be assigned a grade and not a W.

5. Excessive “I”, “W”, “IP”, and “RD”
• Excessive “I”, “W”, “IP”, and “RD” symbols shall not be used in calculating grade point averages, but excessive “I” and “W” shall be used as factors in progress probation and dismissal procedures.

6. Military Withdrawal “MW” Symbol:
• The “MW” shall be assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawal.
• The “MW” shall not be counted in progress probation and dismissal calculations.
Reference: Title 5 Section 55023

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