

**AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

**References:**

Title 5 Sections 55023 and 55024

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:

**College of Marin permits the following grading symbols:**

**Evaluative Symbols**

- A+ (Grade point value shall be 4.0)
- A Excellent (Grade point value shall be 4.0)
- A- (Grade point value shall be 3.7)
- B+ (Grade point value shall be 3.3)
- B Good (Grade point value shall be 3.0)
- B- (Grade point value shall be 2.7)
- C+ (Grade point value shall be 2.3)
- C Satisfactory (Grade point value shall be 2.0)
- D+ (Grade point value shall be 1.3)
- D Less than satisfactory (Grade point value shall be 1.0)
- D- (Grade point value shall be 0.7)
- F+ (Grade point value shall be 0.3)
- F Failing (Grade point value shall be 0.0)
- FW Failing Withdraw indicates 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. If "FW" is used, its grade point value shall be zero (0).

- 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 non-credit courses only and is not supplanted by any other symbol).

**Non-Evaluative Symbols**

- I Incomplete: An incomplete grade may be assigned to a student who cannot complete a small portion of the required academic work for justifiable emergencies or unforeseeable, reasons at the end of the semester. This will result in an "I" symbol being entered in the student's record. The decision to give an Incomplete rests solely with the instructor. A student who receives an Incomplete must make arrangements with the instructor and must make up the work no later than one year following the end of the semester in which the "I" was assigned, (excluding summer sessions). In extenuating circumstances, with the instructor's approval and the Dean of Enrollment Services' approval, the student may petition for an extension of not more than one additional semester. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The instructor for the class shall give a copy of the incomplete form to the student. This form shall contain the conditions for the removal of the "I" and the grade assigned if the work is not completed. The instructor shall submit a change of grade form to the Office of Enrollment Services when the work is completed. If the "I" is not removed by the end of the subsequent second semester, and no extension has been granted, it shall be changed to the grade originally assigned by the instructor.— See BP 4250 titled Academic Probation, Dismissal, and Readmission, AP 4250 titled Probation, AP 4231 titled Grade Changes, AP 4255 Dismissal, and AP 5530 titled Student Grievances for additional information regarding "I" grades and other related matters.
- IP In progress: 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 which the course is completed. The "IP" shall not be used in calculating grade point averages. 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) in accordance with the list of evaluative grades 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. A faculty member may withdraw a student from a

course if the student has ceased to participate in the course as of the midterm grade submission date.

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

EW Excused Withdrawal: The "EW" symbol may be used to denote excused withdrawal in accordance with Title 5 Section 55024

### **Grading-Related Terms and Conditions**

Consecutive Semesters shall be considered consecutive based on a student's enrollment pattern.

Probation A warning that a student's grades do not meet acceptable standards.

Dismissal A student is not allowed to continue at the College unless the student petitions and the petition is approved.

Units The conventional measurement of college work is called a unit. It represents one lecture hour per week for one semester together with two hours of preparation outside class, or three hours of laboratory work per week for one semester.

### **Mid-term Grade**

Procedures for evaluation of student progress shall be in accordance with regulations set by the faculty and the College. The instructor shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student at mid-semester.

### **Final Grade**

Enrollment, evaluation and credit for courses shall be entered on a student's official academic record in accordance with college policy and State law.

### **Final Examinations**

Any student who is needlessly absent from any examination held at any time during a semester thereby forfeits any right to make up the work by re-examination. In case of illness or, if for some other unavoidable reason a student is unable to be present at an examination at the scheduled time, the student may be permitted to take the examination at a later date by arrangement with the instructor. To make up "I" grades, the examination must be completed by the last day of final examinations of the subsequent second semester.

Also see BP 4220 titled Standards of Scholarship, AP 4232 titled Pass/No Pass, BP 4250 titled Academic Probation, Dismissal, and Readmission, AP 4250 Probation and AP 4255 Dismissal

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