



GRADING AND ACADEMIC RECORDS SYMBOLS

Evaluative symbols:

A – Excellent

B – Good

C – Satisfactory

D – Passing (Less than satisfactory)

F – Failing

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

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

Non-Evaluative symbols:

I – Incomplete

IP – In progress

RD – Report delayed

W – Withdrawal

MW – Military withdrawal

EW – Excused withdrawal

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 a grade of “I” being entered in the student’s record.

The decision to give an Incomplete rests solely with the instructor of record. A student who receives an Incomplete must make arrangements with the instructor and must make up the coursework no later than one year following the end of the semester in which the “I” was assigned.

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,” and that assignment of an evaluative symbol (grade) must await its completion.

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.

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, by the mandated deadline, if the student ceased to participate in the course.

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

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

References: Title 5, Section 55023, 55024