

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4230 Grading and Academic Record Symbols

Reference: Title 5 Section 55023 and 55024

The following grading symbols will be used in awarding grades for courses offered by Hartnell College.

Evaluative symbols

A – Excellent

B – Good

C – Satisfactory

D – Passing (Less than satisfactory)

F – Failing

P – Pass (At least satisfactory)

NP – No Pass (Less than satisfactory)

SP – Satisfactory Progress towards completion of the course (used for noncredit courses only)

Non-Evaluative symbols

I – Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for removal of the “I” symbol shall be stated by the instructor in written record which shall also indicate the grade to be assigned in lieu of its removal. This record must be given to the student with a copy placed on file in the Admissions & Records Office 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” must be made up no later than the last class day of the semester following the one in which the “I” grade was assigned; otherwise, the in lieu grade will automatically be entered on the transcript.** Students may not register for the same course in order to make up the incomplete work. The “I” symbol shall not be used in calculating units attempted nor for grade points. The student may petition the instructor for a time extension (one additional semester only—summer excluded) due to extenuating circumstances.

IP – In progress (not used at Hartnell)

RD – Report delayed

The “RD” symbol may be assigned by the Dean of Enrollment Services 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

Students' withdrawal from a class or classes shall be authorized through the last day of the 14th week (or 75%) of the instructional term. No "W" will be given after the 14th week. After the fourteenth week, the only grades given will be "A," "B," "C," "D," "F," "NP," "P". No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first three weeks or 20% of a term, whichever is less. For semester-length courses (16-18 weeks), withdrawal between the end of the third week and the last day of the fourteenth week of instruction shall be recorded as a "W" on the student's record. For courses less than a semester in length, withdrawal between 20% and 75% of the course shall be recorded as a "W" on the student's record. The "W" shall not be used in calculating grade point averages, but excessive "Ws" (see Standards of Probation and Dismissal) shall be used as factors in probation and dismissal procedures. The Admissions and Records Manager may, by regulation, authorize withdrawals from a class or classes in extenuating circumstances after the last day of the fourteenth week (or 75% of the term, whichever is less) upon petition of the student or his/her representative. The Admissions and Records Manager will consult with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

MW – Military withdrawal

The "MW" shall be assigned only to 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, this symbol may be assigned at any time during the semester by the Dean of Student Affairs. The "MW" shall not be counted in progress probation and dismissal calculations. "W" grades incurred after January 1, 1990, which meet the definition of "MW" may be changed to "MW" upon petition and verification of military orders.

EW – Excused Withdrawal

The "EW" symbol shall be assigned only to students who can provide documentation of extenuating circumstances no later than up to one year from the semester in which the course was completed.

See Board Policy BP 4230

Approved by Superintendent/President: October 9, 2012

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