VICTOR VALLEY COMMUNITY
COLLEGE DISTRICT

ADMINISTRATIVE PROCEDURE
Chapter 4, Instruction

AP 4230   **Grading Symbols**

Evaluative Symbols:

Definition

A –   Excellent (Grade Point = 4)
B –   Good (Grade Point = 3)
C –   Satisfactory (Grade Point = 2)
D –   Less than satisfactory (Grade Point = 1)
F –   Failing (Grade Point = 0)
FW - Failure to withdraw - "FW" grade symbol indicates that a student has both ceased participating in a course sometime 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 (Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.)
NP – No Pass (Less than satisfactory, or failing – units not counted in GPA. "NP" has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.)
<u>SP</u> – <u>Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)</u>

Non-Evaluative Symbols:

Definition

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 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. 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" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

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IP –   In Progress: The "IP" symbol shall be used only in those courses that~~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 <u>replace the IP symbol once the course is completed.</u>~~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 subdivision (a) or (a) and (b) if plus and minus grading is used) 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 Section 55024.

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

EW – Excused Withdrawal: The "EW" symbol may be used as described in, and in accordance with Section 55024.

CE -   Credit for Prior Learning: The "CE" symbol may be used to denote credit earned through successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of prior learning, if the District determines that such prior learning satisfies the District's standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.
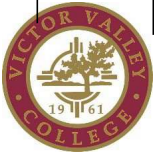
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Grading Notations and Codes:

AD Associates Degree Level
AP Advanced Placement
AR Academic Renewal (Units/hours not counted in GPA)
BL Baccalaureate Degree Level
CE Credit for Prior Learning
CX Credit by Examination
HS High School to Articulated Courses
ND Not Degree Applicable
R Course Repeated (Units not counted in GPA)
TR Transfer Credit

References:

Title 5 Sections 55023, 55024, 55051, 55052, and 55052.5Title 5, Sections 55023 Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901 and 70902, Education Code.