

GRADING AND ACADEMIC RECORD SYMBOLS

The **Sequoias Community College District (“District”)** Board of Trustees has adopted the following uniform grading policy as established by Title 5, Section 55023. All work in all degree-applicable and nondegree-applicable credit courses shall be graded in accordance with this policy. This grading policy may provide for award of grades in noncredit courses, including courses which are part of a high school diploma program or may be accepted for high school credit by a high school (Title 5, Section 55021). In calculating a student's degree-applicable grade point average, grades earned in nondegree-applicable credit courses shall not be counted (Title 5, Section 55023). Individual faculty members have the option of using plus/minus grading and are free to assign grades that they believe best reflect the performance of their students. Plus/minus grading preferences for each course are announced by professors at the start of each semester.

Grades shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

Symbol	Definition	Grade Point
A+	Excellent	4.0
A		4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
D+	Less than satisfactory	1.3
D		1.0
D-		0.7
F	Failing	0
P	Pass: 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: Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol.)</u>	
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The following non-evaluative symbols are authorized:

Symbol	Definition
I	<p><u>Incomplete:</u> 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 on the "Incomplete" Grade Report form. This form shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. A copy of this form must be given to the student with a copy on file with the Dean, Student Services 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.</p> <p>The "I" may be made up no later than one year following the end of the semester in which it was assigned. The student should not re-enroll in the class.</p> <p>The "I" symbol shall not be used in calculating units attempted nor for grade points.</p> <p>Students may petition for a time extension due to extenuating circumstances by submitting documentation to the Dean of Student Services.</p>
IP	<p><u>In Progress:</u> The "IP" symbol shall be used only in those courses which that 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 replace the IP symbol once 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</p>

	appropriate faculty will assign an evaluative symbol (grade) listed above to be recorded on the student's permanent record for the course.
RD	<u>Report Delayed:</u> 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	<p><u>Withdrawal:</u> The "W" symbol may be used to denote withdrawal from a class as follows: Withdrawals prior to the end of the second week of the semester (2nd day for Summer Semester) are not recorded on the student's transcript and the student may petition for a refund. However, students may officially drop a class or withdraw from the <u>College District</u> through the 10th week of the semester, or the designated date for Summer Sessions, with a "W" recorded on the transcript and no refund. The appropriate instructor will be notified of the student's withdrawal (Title 5, Section 55024).</p> <p>The "W" will not be used in calculating grade point averages but will be used in determining probation and dismissal (See AP 4250).</p> <p>It is the student's responsibility to drop a class in which he/she/<u>they</u> no longer wishes to be enrolled. Nonattendance does not release the student from this responsibility. Students will process all drops and withdrawals online. The printed Schedule of Classes and/or the Web will publicize the exact refund and final drop dates.</p> <p>Students withdrawing after the final drop date must bring documentation of approved extenuating circumstances (verified cases of accidents, illnesses, or other circumstances beyond the control of the student) to the Dean, Student Services. After consultation with appropriate instructor or, in the event the instructor cannot be contacted, the department chair or appropriate administrator, a "W" on the transcript may be authorized (Title 5, Section 55024).</p>
MW	<p><u>Military Withdrawal:</u> The "MW" symbol may be used when a student who is a member of an active or reserve United States military service received orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol (either "MW" or "W" may be assigned at any time after the after the second week (2nd day for Summer Session).</p> <p>Military withdrawals shall not be counted in progress probation and dismissal calculations. (Title 5, Section 55024)</p>

<u>EW</u>	<u>Excused Withdrawal: Excused withdrawals shall be allowed to students in extenuating circumstances. An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. (Title 5, Sections 55024, 58509, 58146).</u>
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The above symbols and grade point equivalencies will be published electronically or in print in the District catalog and made available to students via various matriculation avenues.

References: Education Code Sections 70901 and 70902; Title 5, Section 55021, 55023, 55024; COS Board Policy 4230; Administrative Procedure 4250

Approved: March 10, 2009
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Revised: TBA

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	10/6/23	n/a