

ADMINISTRATIVE REGULATION 4230

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

GRADE POINT AVERAGE AND ACADEMIC RECORD SYMBOLS

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points using only the following evaluative symbols.

Evaluative Symbols:

| | | |
|---------|---|---|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Satisfactory | 2 |
| D | Passing, less than satisfactory | 1 |
| F | Failing | 0 |
| **FW | Failing Withdrawal | 0 |
| *P | Pass (at least satisfactory grade – units awarded, not counted in GPA) – see Administrative Regulation 4232 – <i>Pass/No Pass</i> | |
| *NP | No Pass (less than satisfactory, or failing grade – units not counted in GPA but count toward pace of progression) | |
| *CR/NCR | assigned prior fall 2009 and are retained in academic history; not currently used. | |
| **FW | Failing Withdrawal. The FW may be assigned when the student has ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade. | |

Non Evaluative Symbols:

- I **Incomplete.** Incomplete academic work at the end of the term, as a result of an 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 conditions for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for 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 required work 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

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it was assigned.

The “I” symbol shall not be used in calculating units attempted nor for grade points.

A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Admissions and Records office.

IP In Progress. The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative grade must await its completion. The appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the “IP” symbol once the course is completed.

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. Withdrawal from class or classes shall be authorized through 75 percent of a term. The academic record of a student who remains enrolled in a class beyond 75 percent of a term must reflect a symbol as authorized in this procedure other than a “W”. A student who withdraws prior to 20 percent of the term shall not receive the withdrawal “W” symbol on their transcript.

EW Excused Withdrawal. The “EW” shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative. Extenuating circumstances means cases of accidents, illnesses, or other circumstances beyond the control of the student. Upon submission of a Progress Report or Care Report, or student submission of a request for an EW to the Office of Admissions and Records, the respective college’s Student Services Division shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and to prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol (EW) on their transcript. Students shall not be denied an EW due to a college’s inability to respond to the petition or to provide sufficient assistance to mitigate the student’s circumstances.

Excused Withdrawals shall not be counted in progress probation, dismissal calculations, or calculating the maximum number of enrollments permitted for course repeatability unless the student is receiving federal financial aid in which case the EW counts as attempted but not completed courses in the Satisfactory Academic Policies (SAP) evaluation.

In no case may an EW result in a student being assigned a FW grade.

An EW shall be assigned if determination is made that the student withdrew from course due to unlawful discrimination or retaliation.

An EW shall be assigned if a student withdraws from a course due to an extraordinary condition under Title 5, Section 58509.

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MW Military Withdrawal. The “MW” may be assigned by the Registrar when a student who is a member of the active or reserve military service and who receives orders compelling a withdrawal from courses. The student must provide verification of such orders to the Admissions and Records Office, this symbol may be assigned at any time after the period during which no notation is made for withdrawals. Military Withdrawals shall not be counted in progress probation, dismissal calculations, or calculating the maximum number of enrollment permitted for course repeatability.

SP Satisfactory Progress (non-credit courses only). The “SP” symbol shall be used to denote that the student is making satisfactory progress in a non-credit course, but has not completed sufficient course work to be graded or demonstrated sufficient competency to be awarded a grade.

UG Ungraded (non-credit courses only) The “UG” symbol shall be used to denote the student was enrolled in an ungraded non-credit course.

References:

*California Code of Regulations, Title 5, Sections 55023, 55024, and 58509
Accreditation Standard II.A.9, Eligibility Standard 10, and MIS Data Element Dictionary*

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