

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 – units awarded, not counted in GPA) – see Administrative Regulation 4232 – <i>Pass/No Pass</i>	
*NP	No Pass (less than satisfactory, or failing – units not counted in GPA)	
*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 it was assigned.

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- 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 "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation.
- 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.
- 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".
- EW Excused Withdrawal.** The "EW" may be permitted when specific events beyond the control of the student affected the student's ability to complete a course(s). These events may include job transfer outside the geographical region where commuting is impractical, illness of family member where the student is the primary caregiver, or other circumstance beyond the control of the student. The student must appeal to the Admissions and Records Office and provide supporting documentation. Upon verification, this symbol may be assigned at any time after the period during which no notation is made for withdrawals. Excused Withdrawals shall not be counted in progress probation, dismissal calculations, or calculating the maximum number of enrollments permitted for course repeatability.
- 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 and 55024
Accreditation Standard II.A.9, Eligibility Standard 10, and MIS Data Element Dictionary*

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