Yosemite Community College District Policies and Administrative Procedures   **No. 4230**

Policy

4230   Grading and Academic Record Symbols

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the College catalogs and made available to students.

The grading system shall include the "FW" grade for unofficial withdrawal.

The grading system shall include the "CPL" for credit earned through successful competition of prior learning examinations, experiences, or assessments, pursuant to standards articulated in the District's administrative procedures and approved by the faculty in the appropriate discipline for which prior learning credit is earned.

When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final, unless successfully appealed on the basis of the aforementioned four factors.

Cross References (see also):
YCCD Policy 4231 – Grade Changes
YCCD Policy 5075 – Course Adds and Drops
YCCD Policy 7-8049 – Academic Senates

References:
Title 5 Sections 53200 et seq., 55023, 55024, 55025, and 55050 et seq.

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Administrative Procedure

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2 **4230   Grading and Academic Record Symbols**

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

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7 Evaluative symbols:

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9 A – Excellent (Grade Point = 4)
10 B – Good (Grade Point = 3)
11 C – Satisfactory (Grade Point = 2)
12 D – Less than satisfactory (Grade Point = 1)
13 F – Failing (Grade Point = 0)
14 P – Passing (At least satisfactory – units awarded not counted in GPA)
15 NP – No Pass (Less than satisfactory, or failing – units not counted in GPA)
16 SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not
17 supplanted by any other symbol)
18 FW – Failure to Withdrawal (Stopped Attending) (Grade Point = 0): The "FW" symbol shall be used to
19 denote that a student stopped attending after the final withdrawal date and failed the course due to non-
20 attendance in accordance with Title 5 Section 55023. The "FW" symbol may not be used if a student has
21 qualified for and been granted a military or excused withdrawal.

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23 Non-Evaluative symbols:

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25 I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The
26 condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall
27 contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record
28 must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit
29 has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated,
30 or when the time limit for completing the work has passed. The "I" may be made up no later than one
31 year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating
32 units attempted nor for grade points.

33

34 IP – In progress: The "IP" symbol shall be used only in courses that extend beyond the normal end of an
35 academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade)
36 must await its completion. The appropriate evaluative symbol (grade) and unit credit shall be assigned
37 and replace the IP symbol once the course is completed.

38

39 RD – Report delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there
40 is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It
41 is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used
42 in calculating grade point averages.

43

44 W – Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements
45 of Title 5 Section 55024.

46

MW – Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

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

CPL – Credit for Prior Learning: The "CPL" 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.

Cross References (see also):
YCCD Policy 5075 – Course Adds and Drops
YCCD Policy 7-8049 – Academic Senates

References:
Title 5 Sections 53200 et seq., 55051, 55052, 55052.5, 55023 and 55024