

Glendale Community College District

4230

Administrative Regulation

GRADING AND ACADEMIC RECORD SYMBOLS

The following symbols both evaluative and non-evaluative comply with Title 5 and have been through a review process that includes consultation with the Academic Senate.

SEMESTER UNIT OF CREDIT

Units are granted based upon a relationship between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course requires a minimum of three hours of student learning per week for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses. The unit value assigned to each course is designated as part of the course listing.

GRADES AND GRADE POINTS

Determination of a student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

Grade points are numerical values which indicate the scholarship level of letter grades. Grade points are averaged to determine a student's grade-point average (GPA) using the following evaluative symbols:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Pts./Per Unit</u>
<u>Evaluative symbols:</u>		
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing; less than satisfactory	1
F	Failing	0
P(CR)	Pass indicates a "C" grade or better – units not counted in GPA	
NP(NC)	No Pass indicates lower than a "C" – units not counted in GPA	

Non-Evaluative symbols:

I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

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NOTES:

D - Passing, less than satisfactory - The grade of D can be used for units, transfer, and Financial Aid, but cannot be used to satisfy a prerequisite or requirement within a student's major.

Pass-No Pass - P/NP (Effective Fall 2009 – Previously Credit/No Credit) A certain number of courses are offered only on a pass/no pass basis while some courses are offered on a P/NP option. To exercise the option for P/NP instead of a letter grade, the student must use the Petition for Pass/No Pass Class and have it on file in the Admissions and Records Office by Friday of the third week for a semester-length class or by Tuesday of the second week for short term classes. The request is deemed final.

All units earned on a pass/no pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

I - Incomplete

An incomplete grade, "I", may be assigned for academic work not completed for unforeseeable emergencies and/or justifiable reasons at the end of the term. The instructor must complete the Contract for Award of Incomplete Grade including conditions for removal of the "I" and the grade to be assigned in lieu of the "I". The student will have until the end of the following year to complete the work as noted in the contract. This information will be sent to the student from the Admissions and Records office. A final grade shall be assigned when the work stipulated in the Contract has been completed and evaluated or when the time limit for completing the work has passed.

Incomplete grades cannot be awarded after the submission of the class grades. There are no extensions to the Contract, and students cannot register in the course to complete the Incomplete. The course cannot be retaken until the Incomplete is resolved.

IP – In Progress

The "IP" symbol shall be used only in those courses 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 completion of the course. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade

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and unit of credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade-point averages.

RD – Report Delayed

The report delayed grade, "RD", may be assigned by the Admissions Office personnel 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

A withdrawal prior to the census date, the first two weeks of a semester length class or 2/5 of a class of shorter length, will not appear on a student's permanent record.

A student who withdraws from class after the census date will receive a "W" notation. The record of enrollment will appear on the student's permanent record. Deadlines will vary depending on the length of the course. Check the current Schedule of Classes or with the Admissions and Records for specific deadlines.

A student may drop any class without the instructor's signature. The class instructor may drop a student for continuous or cumulative absences for the number of hours a sixteen-week class is scheduled to meet in a two-week period.

After the drop deadline, a "W" may be granted only in cases of extenuating circumstances. In such cases, a petition may be obtained in the Admissions and Records Office and will be acted upon by the Director of Admissions and Records in consultation with the instructor of record. In some cases, an "Excused Withdrawal" (EW) may be granted.

MW – Military Withdrawal

A military withdrawal grade, "MW", occurs when a student who is a member of an active or reserve United States Military Service receives orders compelling a withdrawal from a term. Upon verification of such orders, a student can petition to withdraw from classes and when authorized, the student will be withdrawn

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with a “MW”, military withdrawal, designation on transcript. A military withdrawal will not be used in calculating a grade-point average or for progress probation.

EW – Excused Withdrawal

An excused withdrawal grade, “EW”, occurs when a student must withdraw from an academic course for reasons beyond his or her control after the specified drop date, such as job transfer outside the geographical region, student’s being subject to an immigration action, death of an immediate family member, etc.. Excused Withdrawal shall not be counted in progress probation or dismissal calculations, nor shall it be counted towards the permitted number of withdrawals, or counted as an enrollment attempt. An EW may be requested by the student at any time during the semester, but no later than the last date allowable by the district for a grade change.

Reference:

- Title 5, Sections 55023, 55024 (e)
- Accreditation Standard 1B, 2A.9, 2A.10, 2A.11 (2014)

See Board Policy 4230

Adopted 10/12/10

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