



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 4: Academic Affairs
Title	Grading and Academic Record Symbols
Code	AP 4230
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Origin	Vice President, Student Services
Office	Admissions and Records

A student's work, upon the completion of each course, is graded with one of the following symbols:

**Evaluative symbols:**

A = Excellent (Grade Point = 4)

B = Good (Grade Point = 3)

C = Satisfactory (Grade Point = 2)

D = Less than satisfactory (Grade Point = 1)

F = Failing (Grade Point = 0)

FW = Failing/Withdrawal (indicates student ceased attending class). The "FW" symbol may not be used if a student has qualified for and been granted a military withdrawal. If "FW" is used, its grade point value is 0.

CR = Credit (at least satisfactory) (this symbol was discontinued Fall 2009)

NC = No Credit (less than satisfactory) (this symbol was discontinued Fall 2009)

P = Pass (at least satisfactory- units awarded not counted in GPA) (this symbol became effective Fall 2009)

NP = No Pass (less than satisfactory, or failing - units not counted in GPA) (this symbol became effective Fall 2009)

SP - Satisfactory Progress toward completion of the course (Used for CDCP approved noncredit courses only and is not supplanted by any other symbol)

**Non-evaluative symbols:**

EW = Extenuating Circumstances Withdrawal. No grade or repeat restrictions in accordance with Title 5 Section 55024

EC = Extraordinary Conditions Withdraw. No grade or repeat restrictions in accordance with Title 5 Section 55024.

I = Incomplete. : Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The 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 work stipulated 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. The "I" symbol shall not be used in calculating units attempted nor for grade points.

IP = In Progress. The "IP" symbol shall be used only in 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 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. The "IP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

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

MW = Military Withdrawal. This symbol occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a MW symbol is assigned. Military withdrawals shall not be counted in progress, probation, and dismissal calculations in accordance with Title 5, Section 55024.

### **Posting of Grades**

Every class for which a student registers will be posted on the student's transcript with the following exceptions: A class dropped by the Friday of the fourth week of instruction (or 25 percent of the way through a positive attendance class); a class the college cancels; a class dropped in order to transfer to a parallel course or if it is classified as an "ungradable course".

At the completion of each course the instructor submits grades for each student to Admissions and Records. Admissions and Records posts the grades to the student's official transcript. In the absence of mistake, fraud, incompetence, and bad faith, the determination of a student's grade by an instructor is final.

Refer to AP 4231 –Grade Changes for the procedure on grade changes.

### **Missing Grade**

Due to unforeseen events, sometimes a grade is missing from a final roster. When identified, the Director of Admissions and Records will contact the instructor to either input the grade or, if the instructor is unavailable, refer to instructor backup to fix the issue. When an issue can not be resolved within a week after the end of the term, the Registrar will assign a RD grade until the issue is resolved.

### **Incomplete Grade Contract**

The Incomplete Grade Contract is a written agreement between the Instructor and the student which states that the missing work for a class is to be completed within a specified time period (one year maximum). The contract is signed by the student and the Instructor and approved by the Director of Admissions and Records. The contract contains a grade which the student will receive if the work is not completed by the terms of the contract. Upon completion of the required work, the instructor will file a Grade Change Request form with Admissions and Records. If the allotted time has expired before a grade change form is submitted, the default grade given on the Incomplete Grade Contract will be posted to the student's record.

### **Pass/No Pass**

Some classes are offered entirely on a Pass/No Pass basis. In addition, a student may elect to take one regularly graded course, not in the student's major, each term on a Pass/No Pass basis. This option may be exercised at the time of registration or no later than the last day of instruction. The student obtains the Pass/No Pass form either online or through the Admissions and Records Office. The form must be recorded through Admissions and Records. The Pass/No Pass grading option may not be changed after the petition is submitted to Admissions and Records.

Upon processing of the final grade form submitted by the instructor, Admissions and Records converts the letter grade to a Pass/No Pass grade. A Pass is awarded when a grade of A, B, or C is earned. A No Pass is awarded when a grade of D or F is earned.

### **Transcripts**

The College maintains a transcript record for every student at the College of the Siskiyous. Transcript requests may be ordered either online or at the Admissions and Records Office. It is the student's responsibility to request that transcripts be sent to other institutions.

*This procedure was reviewed and approved by Superintendent/President Dr. Char Perlas on May 15, 2024.*