



## Administrative Procedure

### Chapter 4 – Instructional Services

#### AP 4230 – GRADING AND ACADEMIC RECORD SYMBOLS

---

##### 1. EVALUATIVE 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 no more than four (4.0) points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

| Grade | Standard                                                                                                                            | Grade Points per Unit |
|-------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| A     | Excellent                                                                                                                           | 4.0                   |
| B     | Good                                                                                                                                | 3.0                   |
| C     | Satisfactory                                                                                                                        | 2.0                   |
| D     | Passing – Less than satisfactory                                                                                                    | 1.0                   |
| F     | Fail                                                                                                                                | 0                     |
| P     | Pass                                                                                                                                | N/A                   |
| NP    | No Pass                                                                                                                             | N/A                   |
| SP    | Satisfactory Progress towards completion of the course (Used for non-credit courses only and is not supplanted by any other symbol) | N/A                   |

San Diego Community College District does not use plus (+) or minus (-) grades.

Pass/No Pass (P/NP) is a non-punitive grading system where such units earned will be counted in satisfaction of curricular requirements but will be disregarded in determining a student's grade point average or academic progress.

##### 2. NON-EVALUATIVE SYMBOLS

###### a. "I" – Incomplete

A symbol of "I" Incomplete, may be assigned by an instructor when a student has been unable to complete academic work for an unforeseeable emergency and/or justifiable reason at the end of the term. The instructor will file an online petition requesting that a student be assigned an "I" symbol which will be routed to the department Dean for approval. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor, or when the time limit for completion of the work has passed. An "I" must be made up no later than one year following the end of the term in which it was assigned. In the event of unusual, verifiable circumstances beyond the student's control, a petition may be filed in the Office of the Vice President of Student Services for an extension of the one-year time limit. Course repetition is not permitted to remove an Incomplete.

b. **“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.

c. **“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 for 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.

d. **“W” – Withdrawal**

The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. An official withdrawal from classes may be requested by the student or initiated on their behalf by the instructor or Vice President, Student Services.

- 1) No record of the class will be entered on the student’s permanent record if the official drop is made by the deadline to drop without a “W” being recorded as published in the schedule of classes.
- 2) If the withdrawal is made after the deadline for dropping without a “W,” and prior to the deadline for withdrawal published in the class schedule for that session, a “W” will be recorded on the student’s permanent record. No exceptions to this policy will be made.
- 3) A student attending a session after the deadline for withdrawal will not be eligible to receive a “W” and must be assigned an academic grade or another administrative symbol by the instructor. Exceptions to this policy are made only under extreme circumstances beyond the control of the student.
- 4) Withdrawal symbols shall be used to calculate lack of progress probation and disqualification status.

e. **“EW” – Excused Withdrawal**

The “EW” grade may be used to denote withdrawal in accordance with Title 5 Section 55024. A student may petition for an Excused Withdrawal online through the District forms and petitions website. The petition will be routed for decision-making to the Vice President of Student Services and the Registrar, or designee, after which the student will be notified of the final outcome of their petition.

f. **“W” Military Withdrawal** (Transcript Reference Code: MILT)

The “W” symbol with a transcript reference code MILT may be used to denote withdrawal from a class based upon orders compelling military service. This withdrawal will not be counted toward the permitted number of withdrawals, counted as an enrollment attempt, and is not calculated in the determination of academic progress.

- g. Credit for Prior Learning will be annotated on the official college transcript in accordance with this grading procedure, and in accordance with Title 5 Section 55050.

Reference: Title 5, Section 59410, 55024 & 55050

Approved by  
the Chancellor: June 28, 2023

Supersedes: AP 3910.1 – 03/08/17; (*Renumbered AP 4230*)