

# AP 4230 Grading and Academic Record Symbols

Reference:

**Title 5, Sections 55051, 55052, 55052.5 55023, and 55024**

## Grading Systems

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of each course, the instructor will outline the course objectives and explain the basis upon which grades will be determined. The following grading system is used by Feather River College, and is in conformance with the California Community College grading system adopted by the Board of Governors.

### A. “Plus” and “Minus” Designations

The governing board of the Feather River Community College District has authorized the use of “plus” and “minus” designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0. The decision to use plus and minus grades shall be at the discretion of the instructor.

### B. Academic Record Symbols

Grades from the following 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 (4) points and lowest grade shall receive 0 points, using only the following evaluative symbols:

Grades	Rating	Grade Points
A	Excellent	4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
D+	Passing	1.3
D		1.0
F	Failure	0.0
FW	Unofficial Withdrawal	0.0

Many of the following designations are not included in computing grade point averages (GPA), but may be used in determining progress probation and dismissal. Detailed definitions of some of these designations can be found in AP 5075.

Symbol	Definition
I	<p>Incomplete: Incomplete academic work for 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 condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the 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.</p> <p>The “I” may be made up no later than one year following the end of the term in which it was assigned. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.</p> <p>The “I” symbol shall not be used in calculating units attempted of for grade points.</p> <p>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.</p>
IP	<p>In Progress: The “IP” symbol shall be used in those courses that 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.</p> <p>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 of the term in which the course is completed.</p> <p>The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student’s permanent record of the course.</p>

RD	<p>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 notion to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point average.</p>
FW	<p>Unofficial Withdrawal: “FW” indicates that a student has both ceased participating in a course sometime after the last day to officially withdraw from a course without having achieved a final passing grade, and that the student has not received District authorization to withdraw from the course under extenuating circumstances. The “FW” symbol may not be used if a student has qualified for and been granted an excused or military or excused withdrawal. If “FW” is used, its grade point value shall be zero (0).</p>
W	<p>Withdrawal from a semester-length course shall be authorized through the last day of the fourteenth week of instruction or 75% of the term for short-term courses (including summer courses).</p> <p>The academic record of a student who remains in a class beyond the time allowed by District policy must reflect a symbol other than a “W”.</p> <p>No notation (“W” or other) shall be made on the academic record of the student who withdraws prior to the census date.</p> <p>The “W” shall not be used in calculating grade point averages, but excessive “W”’s shall be used as factors in progress probation and dismissal procedures.</p>
MW	<p>“Military withdrawal” 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 withdrawal symbol will be assigned at any time after the period established by the Board of Trustees during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a “W” or, if necessary to distinguish military withdrawals, may be an “MW.” Military withdrawals shall not be counted in progress probation and dismissal calculations. “W”’s incurred during the period between January 1, 1990, and the effective date of this paragraph, which meet the definition of military withdrawal herein, shall not be counted in progress probation and dismissal calculations, and may be changed to “MW”’s.</p>
EW	<p>Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. Excused withdrawals shall not be counted in progress probation and dismissal calculations.</p>

CPL	Credit for Prior Learning: The 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.
P/NP	Pass/No Pass: Students who do not wish to receive a letter grade may enroll in 3 units (or in one class exceeding 3 units) per semester on a Pass/No Pass grading basis.
P	Credit will be awarded for work equivalent to a grade of "C" or better.
NP	<p>No credit will be given for "D" or "F" work.</p> <ul style="list-style-type: none"> <li>• Students may not take classes in their majors on a P/NP basis.</li> <li>• A maximum of 12 P/NP units may be applied toward completion of the Associate Degree at Feather River College.</li> <li>• P/NP classes may not be accepted by transfer institutions.</li> <li>• Once the P/NP has been selected and entered into Banner the designation may not be converted to a letter grade. Students who wish to be graded on this basis must select P/NP option in the student portal or visit the Admissions and Records Office no later than before the end of the first 30% of the duration of the course.</li> <li>• P/NP grades will be recorded on the student's permanent record and appropriate unit credit will be awarded.</li> <li>• P/NP grades will not be used to compute a student's grade point average. However, units attempted for which an NP grade is recorded will be used in determining progress, probation and dismissal.</li> </ul>

### Grade Point Average

A student's grade point average (GPA) is determined by the following formula:

$$\text{GPA} = \frac{\text{Total grade points earned}}{\text{Total semester units attempted}}$$

GPA is computed on an individual semester basis, and on a cumulative basis that includes all work completed at Feather River College.

At the time of graduation, grades received for college-level work at other accredited institutions will be calculated and included in an overall GPA.

Reference: BP #4230

Approvals:

Academic Senate: January 12, 2022

Classified Senate: February 22, 2022

Cabinet: March 2, 2022