

Kern Community College District  
Administrative Procedure  
Chapter 4 – Academic Affairs

**AP 4230 Grading and Academic Record Symbols**

**Rely Primarily Upon the Advice and Judgment**

**References:**

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

**NOTE:** This procedure is legally required.

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative 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)
- P - Passing (At least satisfactory - units awarded not counted in GPA)
- NP - No Pass (Less than satisfactory, or failing - units not counted in GPA)
- SP - Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

**Non-Evaluative Symbols:**

**I - Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for 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 respective college's Director of Admissions & Records until the "I" is made up or the time limit has passed. A final

**Commented [EO1]:** It appears the District has not adopted the "FW" grade symbol (unofficial withdrawal). If the District would like to adopt that symbol, you would insert it in this list of evaluative symbols. 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.

Because you do not currently have the FW grade symbol, we eliminated it in all the policies and procedures. If you add it, you should also add it to any BP/AP that references evaluative symbols.

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 only be used in courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment 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 replace the IP symbol once the course is completed. ~~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 only be assigned by the respective college's Director of Admissions & Records only. It is to be used when a delay in reporting the student's grade occurs 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:** 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 to denote withdrawal in accordance with Title 5 Section 55024.\*

**[SYMBOL] – Credit for Prior Learning:** The "[SYMBOL]" symbol may be used to denote credit earned through 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.

**Commented [EO2]:** Many Districts are using "PL" as their symbol for Credit for Prior Learning.

~~\*Refer to AP 5130 for information on the impact of 'W', 'EW', and 'MW' symbols on satisfactory academic progress."~~