

**Kern Community College District  
Administrative Procedure  
Chapter 4 – Students/Instructional Services**

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Governance Process: Rely Primarily Upon the Advice and Judgment

Reason for Revision: To Amend District Policy

**AP 4C4A COURSE ADDS, DROPS, AND WITHDRAWALS, GRADING AND  
ACADEMIC RECORD SYMBOLS**

**Evaluative symbols:**

A – Excellent

B – Good

C – Satisfactory

D – Passing (Less than satisfactory)

F – Failing

P – Pass (At least satisfactory)

NP – No Pass (Less than satisfactory)

**Non-Evaluative symbols:**

I – Incomplete

IP – In progress

RD – Report delayed

W – Withdrawal

MW – Military withdrawal

EW – Excused withdrawal

**NOTE:** The following language shown below in **black ink** is from current KCCD Policy 4C4A titled Grades. It was moved to this administrative procedure due to the detailed language contained therein.

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. Courses falling in the categories of Pass/No Pass must be designated as such in the college catalog.

<b>SYMBOL</b>	<b>DEFINITION</b>	<b>GRADE POINT</b>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less than Satisfactory	1
F	Failing	0
P	Pass (at least satisfactory--units awarded not counted in GPA) (Any reference to the "P" symbol shall be deemed to include the "CR" symbol. "P" will be used effective January 1, 2009.)	
NP	No Pass (less than satisfactory, or failing--units not counted in GPA) (Any reference to the "NP" symbol shall be deemed to include the "NC" symbol. "NP" will be used effective January 1, 2009.)	

**"I" 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 removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for 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. 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. Students may petition through the instructor for an extension of time as a result of extenuating circumstances. In the absence of the instructor for an extended period of time, the student may petition the Vice President, Instruction, for an extension. 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 those courses which extend beyond the normal end of an academic term. It indicates that work is *in progress*, but that assignment of a substantive 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 grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade point averages.

The mark "IP" cannot be given more than twice for any particular course. 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 instructor shall assign a grade (A, B, C, D, F, NC, or CR) to be recorded on the student's permanent record for the course.

### **"RD" Report Delayed:**

The "RD" symbol may be assigned by the registrar when there is a delay in reporting the grade of a student as a result of 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.

### **Adding Courses**

Students may add classes through the registration period as defined by each college.

After the registration period concludes, classes may only be added by formal request from the student to class instructor and the instructional administrator or designee.

### **"W" Withdrawals**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 60% of the term, whichever is less. Students who withdraw or drop classes during the first two weeks or 20% of the term, whichever is less, will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students.

"Inactive students" include:

- Students identified as no-shows.
- Students who officially withdraw.
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

The District must establish the number of times that a student may withdraw from a class and receive a "W." Students will not be permitted to withdraw and received

a “W” in a class more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student.

A military withdrawal (“MW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt nor will it be counted in progress probation and dismissal calculations. A 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 of “MW” may be assigned at any time after the period established by the District during which no notation is made for withdrawals. In no case shall a military withdrawal result in a student being assigned a “W” grade.

An excused withdrawal (“EW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his/her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term when the student is subject to immigration action, or other extenuating circumstance making completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of the student’s behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District’s required documentation substantiating the condition, a withdrawal symbol of “EW” may be assigned at any time after the period established by the District during which no notation is made for withdrawals.

Admin 10/29/18  
ChC 11/13/18