

**Academic Affairs**

CCLC 39 legally required update to reflect additions to Title 5 Regulations requiring districts to grant students credit for satisfactory completion of International Baccalaureate or College Level Examination Program examinations and requiring districts to ensure that students' academic records clearly annotate credit earned through such examinations. (Title 5 Section 55052.5) To the extent that districts grant students prior credit for successful completion of other prior learning experiences or examinations, such as Advanced Placement examinations, the Service recommends that districts use the same academic record symbol. Mici 8-24-2022

**HOLD** – need to figure out symbol. To Jon H./Enrollment 9-1-2022

To ASC/Academic Senate 10-21-2022

CCLC 42 Update aligns this procedure with updated Title 5 regulations. Formatting updated.

Mici 6-12-2023

Copy to Jonathan/SLS 6-28-2023

Revision as noted. Jon H/Enrollment 8-16-2023

To Academic Senate

**AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

**References:**

Title 5 Sections 55023 and 55050 et seq. 55024

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

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:

**College of Marin permits the following grading symbols:**

The grading system shall include the "plus" and "minus" designation in combination with letter grades, except that C minus shall not be used.

The grading system shall include the "FW" grade for unofficial withdrawal.

The grading system shall include a notation for credit earned through successful competition of prior learning examinations, experiences, or assessments, pursuant to standards articulated in the District's administrative procedures and approved by the faculty in the appropriate discipline for which prior learning credit is earned.

**Evaluative Symbols**

A+ (Grade point value shall be 4.0)

A Excellent (Grade point value shall be 4.0)

A-	(Grade point value shall be 3.7)
B+	(Grade point value shall be 3.3)
B	Good (Grade point value shall be 3.0)
B-	(Grade point value shall be 2.7)
C+	(Grade point value shall be 2.3)
C	Satisfactory (Grade point value shall be 2.0)
D+	(Grade point value shall be 1.3)
D	Less than satisfactory (Grade point value shall be 1.0)
D-	(Grade point value shall be 0.7)
F+	(Grade point value shall be 0.3)
F	Failing (Grade point value shall be 0.0)
FW	Failing Withdraw indicates that a student has both ceased participating in a course some time after the last day to officially withdraw from the 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 military withdrawal. If "FW" is used, its grade point value shall be zero (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 non-credit courses only and is not supplanted by any other symbol).

### Non-Evaluative Symbols

**I-Incomplete:** An incomplete grade may be assigned to a student who cannot complete a small portion of the required academic work for unforeseeable, emergency and justifiable reasons ~~justifiable emergencies or unforeseeable, reasons at the end of the semester.~~ 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. This will result in an "I" symbol being entered in the student's record. The decision to give an "I" ~~incomplete~~ rests solely with the instructor. A student who receives an Incomplete must ~~make arrangements with the instructor and must~~ arrange to make up the work

no later than one year following the end of the semester in which the "I" was assigned, (excluding summer sessions).

In extenuating circumstances, with the instructor's approval and the Dean of Enrollment Services' approval, the student may petition for an extension of not more than one additional semester. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The instructor for the class shall give a copy of the incomplete form to the student. This form shall contain the conditions for the removal of the "I" and the grade assigned if the work is not completed. The instructor shall submit a change of grade form to the Office of Enrollment Services when the work is completed. If the "I" is not removed by the end of the subsequent second semester, and no extension has been granted, it shall be changed to the grade originally assigned by the instructor. ~~See BP 4250 titled Academic Probation, Dismissal, and Readmission, AP 4250 titled Probation, AP 4231 titled Grade Changes, AP 4255 Dismissal, and AP 5530 titled Student Grievances for additional information regarding "I" grades and~~ other related matters.

**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 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 replace the IP symbol once the course is completed. 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 a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with the list of evaluative grades 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. A faculty member may withdraw a student from a course if the student has ceased to participate in the course as of the midterm grade submission date.

**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 excused withdrawal in accordance with Title 5 Section 55024.

~~[Symbol] – Credit for Prior Learning: The "[Symbol]" 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.~~

### **Grading-Related Terms and Conditions**

Consecutive	Semesters shall be considered consecutive based on a student's enrollment pattern.
Probation	A warning that a student's grades do not meet acceptable standards.
Dismissal	A student is not allowed to continue at the College unless the student petitions and the petition is approved.
Units	The conventional measurement of college work is called a unit. It represents one lecture hour per week for one semester together with two hours of preparation outside class, or three hours of laboratory work per week for one semester.

### **Mid-term Grade**

Procedures for evaluation of student progress shall be in accordance with regulations set by the faculty and the College. The instructor shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student at mid-semester.

### **Final Grade**

Enrollment, evaluation and credit for courses shall be entered on a student's official academic record in accordance with college policy and State law.

### **Final Examinations**

Any student who is needlessly absent from any examination held at any time during a semester thereby forfeits any right to make up the work by re-examination. In case of illness or, if for some other unavoidable reason a student is unable to be present at an examination at the scheduled time, the student may be permitted to take the examination at a later date by arrangement with the instructor. To make up "I" grades, the examination must be completed by the last day of final examinations of the subsequent second semester.

*Also see* BP 4220 ~~titled~~ Standards of Scholarship, AP 4232 ~~titled~~ Pass/No Pass, BP 4250 ~~titled~~ Academic Probation, Dismissal, and Readmission, AP 4250 Probation, and AP 4255 Dismissal

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Date Approved: December 6, 2007 (*Replaced portions of College of Marin Procedure 4.0003 DP.10*)

Revised: December 8, 2015; May 15, 2018

**Reviewed/Revised:**