

2025 - 2026 CATALOG



UPDATE TO GRADING AND RECORD SYMBOLS

EFFECTIVE SPRING 2026

Grading and Academic Record Symbols

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** Passing (Less than Satisfactory) - Grade Point = 1
- F** Failing - Grade Point = 0
- FW** Failing (Unauthorized Withdrawal) - Grade Point = 0
Used for a student that has both ceased participating in a course sometime 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 a military withdrawal.
- NP** No Pass (Less than Satisfactory or Failing) - Units not counted in GPA. Can be used for both credit and noncredit courses.
- P** Passing (At least Satisfactory) - Units awarded not counted in GPA. Can be used for both credit and noncredit courses.
- SP** Satisfactory Progress (Towards Completion of the Course) - Used for noncredit courses only and is not supplanted by any other symbol

Non-Evaluative Symbols:

- IB, IC, ID, IF – Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons. Request for an incomplete must be made by the end of the semester and must be approved by the instructor. The granting of an incomplete is at the discretion of the instructor. 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. 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. 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 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. The appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

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.

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.