



**FOOTHILL-DE ANZA  
Community College District**

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Grading and Academic Record Symbols
Code	AP 4230
Status	Active
Legal	<a href="#">California Code of Regulations, Title 5, Section 55023</a> <a href="#">California Code of Regulations, Title 5, Section 55024</a>
Adopted	April 19, 2019

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 = 4.0)

**A** – Excellent (Grade Point = 4.0)

**A-** – Excellent (Grade Point = 3.7)

**B+** – Good (Grade Point = 3.3)

**B** – Good (Grade Point = 3)

**B-** – Good (Grade Point = 2.7)

**C+** – Satisfactory (Grade Point = 2.3)

**C** – Satisfactory (Grade Point = 2)

**D+** – Less than satisfactory (Grade Point = 1.3)

**D** – Less than satisfactory (Grade Point = 1)

**D-** – Less than satisfactory (Grade Point = .7)

**F** – Failing (Grade Point = 0)

**FW** – Unofficial withdrawal (Grade Point = 0) (the “FW” grade symbol is used to indicate 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.

**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 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 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. 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 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.

[See Board Policy 4230 Grading](#)

[See Board Policy 5075 Credit Course Drops and Withdrawals](#)

[See Administrative Procedure 5075 Credit Course Adds, Drops, and Withdrawals](#)

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