



ADMINISTRATIVE **PROCEDURE**

4230

DESERT COMMUNITY COLLEGE DISTRICT

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:

Symbol	Definition	Grade Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
FW	Failing for unofficial withdrawal	0
P	Passing (At least satisfactory – A, B, C grades; units awarded but not counted in GPA)	
NP	No Pass (Less than satisfactory, or failing – D or F grades; units not counted in GPA)	
SP	Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)	

Non-Evaluative Symbols:

I – Incomplete: The “I” symbol is assigned based on academic work for unforeseeable, emergency and justifiable reasons. The “I” is assigned only on mutual agreement between the instructor and the student. 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 assigned 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 is assigned when a student who withdraws after 20 percent and prior to 75 percent of the term. Withdrawal after the 75 percent point is not possible. The “W” grade is final pursuant to State regulations and cannot be removed.

MW – Military Withdrawal: The “MW” symbol is assigned when unexpected military duty requires a student to withdraw from their course. A military withdrawal can be granted as a result of an appeal supported by specific military documentation. The “MW” notation shall not be used in calculating grade point average.

EW – Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. (See AP 5075 Course Adds and Drops for description)

PL – Credit for Prior Learning: The “PL” symbol may be used to denote credit earned through successful completion of an 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, through examination, or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.

See also:

- College of the Desert Catalog: Grading System, Non-Evaluation Symbols
- Grading and academic records symbols are listed on the reverse side of official College of the Desert transcripts.

Reference: Title 5 Sections 55051, 55052, 55052.5, 55023, and 55024

Administrator: VP Instruction

Approved by Cabinet: August 10, 2010

Board Meeting/Information Item: May 17, 2019

Executive Cabinet Review/Approval: April 19, 2022

Educational Policies and Practices Committee/1st Reading: April 7, 2022

Educational Policies and Practices Committee/2nd Reading: May 5, 2022

All Faculty Senate/1st Reading: May 12, 2022

All Faculty Senate/2nd Reading: September 8, 2022

College Planning Council Review/Approval, 1st Reading: October 28, 2022

College Planning Council Review/Approval, 2nd Reading: November 4, 2022

Board Meeting/Information Item: December 16, 2022

Next Review: December 2027