

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.21 Grading and Academic Record Symbols  
**Revision Date:** 4/13  
**Policy References:** Title 5 Sections 55023 and 55024

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1. Courses shall be graded using the grading system established by Title 5.
  - a. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive 4 points and the lowest grades shall receive 0 points using only the following evaluative symbols.
  - b. Grading Symbols
    - i. A Excellent 4.0 points
    - ii. A- Excellent 3.7 points
    - iii. B + Good 3.3 points
    - iv. B Good 3.0 points
    - v. B- Good 2.7 points
    - vi. C + Satisfactory 2.3 points
    - vii. C Satisfactory 2.0 points
    - viii. D + Passing, less than satisfactory 1.3 points
    - ix. D Passing, less than satisfactory 1.0 point
    - x. D - Passing, less than satisfactory 0.7 points
    - xi. F Failing 0 points
    - xii. P Passing (At least satisfactory – Units not counted in GPA)
    - xiii. NP No Pass (Less than Satisfactory – Units not counted in GPA)
  - c. Non-evaluative Symbols: Only the following non-evaluative symbols are authorized:
    - i. I – Incomplete - This symbol is to be used in case of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Dean of Admissions and Records or the designee of the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the grade previously determined by the faculty member will be entered in the permanent record. The "Incomplete" must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances. The "I" symbol shall not be used in calculating units attempted nor for grade points.

## 6.21 Grading and Academic Record Symbols (continued)

ii. 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 the evaluative symbol (grade) must wait 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.

iii. RD – Report Delayed: The “RD” symbol may be assigned only by the Dean of Admissions and Records or the designee of the responsible Vice President, for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student’s control. It is to be replaced by a permanent symbol as soon as possible. The “RD” shall not be used in the calculation of grade point average.

iv. W – Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

v. MW – Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.