

SOLANO COMMUNITY COLLEGE DISTRICT

GRADING PRACTICES AND ACADEMIC RECORD
SYMBOLS

6410

PROCEDURES

Academic Record Symbols and Grade Points

<u>Evaluative Symbols</u>	<u>Grade Points</u>
A – Excellent	4
B – Good	3
C – Satisfactory	2
D – Passing (Less than satisfactory)	1
F – Failing	0
P – Pass (At least satisfactory; units not counted in GPA)	
NP – No Pass (Less than satisfactory; units not counted in GPA)	

- Non-Evaluative Symbols
- I – Incomplete
 - RD – Report delayed
 - W – Withdrawal
 - EW – Excused Withdrawal***
 - MW – Military withdrawal

A grade point average (GPA) is determined by dividing the total number of grade points earned by the total units attempting, excluding credit/no-credit course and those in which W or I grades are earned. (Example: 36 grade points divided by 12.0 units attempted equals 3.0 GPA/B average.)

Incomplete “I” Symbol (Title 5, § 55023)

An incomplete symbol “I” may be assigned at the end of the term when, in the judgment of the faculty member of record, the student was unable to complete the work of the course for unforeseeable, emergency, and justifiable reasons.

An incomplete grade may be assigned only when a student has failed to complete the final examination, a class project, or a term paper because of illness or sever personal problems. When such conditions exist, the instructor and student must complete an “Incomplete Grade Contract” which outlines the work to be completed within one calendar year to result in an agreed-upon grade and states a preliminary grade which represents the grade earned by the student in work completed. This contract shall be given to the student with a copy filed in the Admissions & Records Office.

When the work has been completed as outlined in the contract, the instructor will forward a "Change of Grade" form to the School Dean. Students who do not complete the contract will be assigned the preliminary grade at the end of one calendar year.

An "I" may not be made up later than one (1) year from the end of the semester in which it was assigned. A student may petition for a time extension due to unusual circumstances.

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 elapsed. The "I" symbol shall not be used in calculating units attempted nor for grade point averages.

Report Delayed "RD" Symbol (Title 5, § 55023)

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 is 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.

Withdrawal "W" Symbol (Title 5, § 55024)

No notation ("W" or other) shall be made on the academic record of a student who withdraws from a course no later than the following dates: For courses longer than eight (8) weeks, the third Sunday after instruction begins.

For courses eight (8) weeks or shorter, the Friday of the week the session begins, or as published by the College.

A student who withdraws from a course between the time period identified in section and the first seventy-five percent (75%) of the elapsed time of the course shall receive a "W." The appropriate faculty shall be notified.

The academic record of a student who remains in a course beyond the first seventy-five percent (75%) of the elapsed time of the course shall reflect a grade and shall not reflect a "W." However, under extenuating circumstances, and after consultation with the appropriate faculty member of record, a student or a student's representative may petition for a "W" grade to be recorded.

Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.

The "W" shall not be used in calculating grade point averages, but "W"s shall be counted in progress probation and dismissal calculations.

A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to California Code of Regulations, title 5, section 59300 and following (See [P-2423](#), [R-2423](#)) that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

The maximum number of times a student may withdraw from the same course and receive a “W” symbol is three (3); however, the maximum number of times a student may attempt a particular course shall not exceed the maximum number of attempts allowed.

Excused Withdrawal “EW” Symbol (Title 5, § 55024(e))

“Excused Withdrawal” (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include, but are not limited to, the following:

- a job transfer outside the geographical region;*
- an illness in the family where the student is the primary caregiver;*
- when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term (in the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer);*
- when the student is the subject of an immigration action;*
- the death of an immediate family member;*
- chronic or acute illness;*
- verifiable accident; or*
- natural disasters directly affecting the student.*

Verifiable documentation can include, but is not limited to, a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request.

Upon verification of these conditions and consistent with the district’s required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be the “EW.”

Excused withdrawal shall not be counted in progress probation and dismissal calculations.

Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

In no case may an excused withdrawal result in a student being assigned an “FW” grade.

A student with an approved EW grade may file a petition with the district requesting a refund of the enrollment fee.

Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161. As such, units for courses assigned an EW grade may be included in FTES calculations and reporting.

To request a petition for an “EW” grade, the student shall contact the Admissions and Records Office.

Military Withdrawal “MW” Symbol (Title 5, § 55024)

“Military Withdrawal” (MW) occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a “MW.”

Military withdrawals shall not be counted in progress probation and dismissal calculations.

Military withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

In no case may a military withdrawal result in a student being assigned an “FW” grade.

To request a petition for an “MW” grade, the student shall contact the Admissions and Records Office.

Linked to Governing Board Policy 6410, *Grading Practices and Academic Record Symbols*

REFERENCES/

AUTHORITY: Title 5, Section 55023, 55024
Education Code, Section 70901, 70902

ADOPTED: September 28, 2016

REVISED: _____

Petition for Excused Withdrawal

Term: Fall 20____Spring 20____Summer 20____

Name: _____ SCC ID # _____

CRN	Course (eg. PSYC 002)	Instructor/Signature	Date of Last Attendance

Explanation of extenuating circumstances:

Please attach relevant documentation (i.e. doctor's note, letter from employer on company letterhead, etc.)

Student Signature: _____ Date: _____

Phone number: _____

Excused Withdrawal (EW) Information and Instructions

Only under *verifiable* extenuating circumstance (i.e. accident, illness, job transfer out of area, or other circumstances beyond one's control, supporting documentation required) may students receive an excused withdrawal. An appropriate medical provider's statement on official letterhead is required to support medical reasons. Employment related reasons must be supported by a statement from the employer on company letterhead verifying the job transfer or other situation.

This petition may be submitted retroactively for any term after Spring 2019, as long as the extenuating circumstances occurred in the term for which the excused withdrawal is requested.

In the event that the excused withdrawal petition is denied, but the "W" deadline has not yet been reached, Admissions and Records will assign a grade of "W".

"EW's" do not affect your GPA, nor do they affect your academic/progress standings or financial aid. In addition, "EW's" do not factor into maximum allowable attempts for a course.

Instructions:

1. Complete form
2. Submit to Admissions and Records
3. Admissions and Records will review and email student's copy to their SCC email with ten (10) business days.
4. If approved, Admissions and Records will process in Banner causing change to be reflected on student's transcripts.
5. Admissions and Records will post copy to student's permanent record.