

SOLANO COMMUNITY COLLEGE DISTRICT

GRADING AND ACADEMIC RECORD SYMBOLS

6410

ADMINISTRATIVE 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 courses and those in which W, I, EW, or MW grades are earned. (Example: 36 grade points divided by 12.0 units attempted equals 3.0 GPA/B average.)

No Notation (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, or 20% of the course.
- For courses eight (8) weeks or shorter, the Friday of the week the session begins, or as published by the College.

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 severe 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. The contract will indicate the "grade in progress" 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 satisfy the terms of the contract at the end of one calendar year will be assigned the "grade in progress" identified on the Incomplete Grade Contract.

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.

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 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)

A student who withdraws from a course between the time period identified in the section on "No Notation" and the first seventy-five percent (75%) of the elapsed time of the course shall receive a "W".

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 the grade earned 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 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 under the rules governing Repetition of Courses (Title 5, § § 55000, 55024, 55040-55046).

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;
- natural disasters directly affecting the student;
- domestic abuse, homelessness, or food insecurity or
- other situations deemed to seriously affect student performance.

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.”

The Excused Withdrawal 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 and appropriate documentation is provided.

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.

The district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student when the student fails to meet a prerequisite.

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.

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

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

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