

3.10P

GRADING

ADOPTED: APRIL 8, 1985

REVISED: JUNE 12, 2001

REVISED: MAY 13, 2003

REVISED: FEBRUARY 10, 2009

ED CODE: 70901, 70902, 76000, 76224, 76232

TITLE 5: 55022, 55023, 55024, 55025

1. **Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:**

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

2. **Effective Fall 2009, "pass/no pass" (P/NP) will replace the "credit/no credit" (CR/NC) grading option.**

CR Credit/P Pass	at least satisfactory-units awarded—not counted in GPA
NC No Credit/NP No Pass	less than satisfactory, or failing—units not counted in GPA

- A. The CR/NC (Credit / No Credit) or P/NP (Pass/No Pass) grade option is limited to 3 units per semester and subject to a maximum of 12 units for all semesters attended for those students with the following matriculation/education goals:

1. Transfer to 4 year school with AA/AS
2. Transfer to 4 year school without AA/AS
3. Associate Degree, General Education
4. Associate Degree, Vocational
5. Vocational Certificate
6. Improve basic skills in English, reading
7. Undecided Goal

Courses in which only CR/NC or P/NP grades are assigned are exempt from the above restrictions.

- B. Students with matriculation/education goals listed below are not limited in the number of CR/NC or P/NP grades possible:

1. Personal interest (not employment)
2. Discover/formulate career interests
3. Job skills-prepare for new job
4. Job skills-to maintain or advance job
5. Maintain certificate or license
6. Complete credits for HS diploma or GED

Students shall be asked to declare their matriculation/education goals at the time of registration. It shall be noted in the college catalogue that some transfer institutions limit the number of CR/NC or P/NP grades that they will accept.

3. The Board of Trustees has authorized the use under specified controls and conditions of the following non-evaluative symbols:

Symbol

Definition

I Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record.

This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This 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. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

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 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" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student's permanent record of 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 from a class or classes for semester-length courses shall be authorized through the last day of the fourteenth week of instruction or, 60% of the term for short-term courses (including summer courses). The appropriate faculty shall be notified of such withdrawals.

The academic record of a student who remains in a class beyond the time allowed by District policy must reflect a symbol other than a "W."

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks of a semester-length course or 20% of the term for a short-term course (including summer courses).

The Board of Trustees authorizes withdrawal from a class for semester-length courses or classes in extenuating circumstances after the withdrawal deadline upon petition of the student or his or her representative, and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Withdrawal after the withdrawal deadline when the District has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The "W" shall not be used in calculating grade point averages, but excessive "W"'s shall be used as factors in probation and dismissal procedures.

Effective Fall 2009, a student may withdraw and receive a "W" symbol on his or her record for enrollment in the same course for a maximum of four times. A student enrolling in the same course for a fifth time must receive a grade unless:

- the student withdraws from the course prior to the end of the fourth week of instruction or 20% of the term, OR
- the designated school official approves such a withdrawal after review of a petition filed by the student which demonstrates that there are extenuating circumstances which justify an additional withdrawal, however the District may not claim apportionment for these approved withdrawals.

MW "Military withdrawal" 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 will be assigned at any time after the period established by the Board of Trustees during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a "W" or, if necessary to distinguish military withdrawals, may be a "MW." Military withdrawals shall not be counted in progress probation and dismissal calculations. "W"'s incurred during the period between January 1, 1990, and the effective date of this paragraph, which meet the definition of military withdrawal herein, shall not be counted in progress probation and dismissal calculations and may be changed to "W"'s.

4. Degree applicable Grade Point Averages

In calculating students' degree applicable grade point averages, grades earned in non-degree applicable courses shall not be included.

5. Changing Grades

- A. The instructor of the course shall determine the grade to be awarded to each student.
- B. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.
- C. The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.
- D. Provisions that allow another faculty member to substitute for the instructor include: if the student has filed a discrimination complaint, if the instructor is not available or where the district determines that it is possible that there may have been gross misconduct by the original instructor. The process for students seeking a grade change are found in the chart appended to Procedures 8.2.2P Student Complaint and Grievance.

- E. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the President/Superintendent.
- F. In all cases, the instructor who first awarded the grade will be given written notice of the change.

6. Security of Grade Records

- A. The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.
- B. The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.
- C. Persons authorized to change grades shall be designated by the Director of Academic Records & International Admissions. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.
- D. Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Director of Academic Records & International Admissions immediately. The Director of Academic Records & International Admissions shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.
- E. If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.
- F. Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.
- G. Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.
- H. Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.