

DRAFT 1.2 – BP 4230 (New Board Policy)

Grading & Academic Record Symbols

BP 4230 Grading and Academic Record Symbols

Reference: Title 5, Section 55023

Courses shall be graded using the grading symbols established by Title 5.

Effective Fall 2008, faculty may use the following evaluative letter grading symbols:

| | |
|----|--|
| A | Excellent |
| A- | |
| B+ | |
| B | Good |
| B- | |
| C+ | |
| C | Average |
| D+ | Less than satisfactory |
| D | |
| D- | |
| F | Failing |
| P | Passing (At least satisfactory C/2.0) - units awarded not counted in GPA. Has the same meaning as CR as that symbol was defined prior to Fall 2008. |
| NP | No Pass (Less than satisfactory C/2.0) - units not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to Fall 2008. |

An instructor may use the following non-evaluative grading symbols:

| | |
|----|---|
| 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 removal of the “I” shall be stated by the instructor in a written contract. The incomplete contract shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. A copy of the incomplete contract must be given to the student with a copy on file with the registrar. The contract remains on file until the assigned work has been completed and evaluated, or when the time limit for the completing the work has passed. The “I” must be made up before the end of the following regular semester or it will be considered as an “F” grade. The “I” symbol shall not be used in calculating units attempted nor for grade points. Students may appeal for an extension of time due to extenuating circumstances. |
| IP | In Progress – The “IP” symbol shall be used to denote that the class extends beyond the normal end of an academic term. “IP” shall not be used in calculating grade point average. 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 record for the term in which the course is completed. If a student enrolled in an open-entry open-exit course is assigned an IP at the end of the term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade). |

Administrative Procedure 4230

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The grading system, including evaluative and non-evaluative grades and corresponding grade points, shall be published in the college catalog(s) and made available to students.

Effective fall 2008, the “plus” and “minus” designation in combination with letter grade symbols were added as evaluative symbols. Title 5, Section 55023 precludes the use of a C- (1.7) grading symbol.

Grade point averages will be determined on the basis of the evaluative grade point equivalencies (based on a 4.0 point scale) using the following evaluative symbols:

| Symbol | Definition | Grade Point |
|--------|---|-------------|
| A | Excellent | 4.0 |
| A- | | 3.7 |
| B+ | | 3.3 |
| B | Good | 3.0 |
| B- | | 2.7 |
| C+ | | 2.3 |
| C | Average | 2.0 |
| D+ | | 1.3 |
| D | Less than satisfactory | 1.0 |
| D- | | .7 |
| F | Failing | 0.0 |
| P | Passing (At least satisfactory (grade of C, 2.0, or better,-units awarded not counted in GPA. Has the same meaning as CR as that symbol was defined prior to Fall 2008. | |
| NP | No Pass (Less than satisfactory (grade less than C, 2.0), or failing - units not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to Fall 2008. | |

Students may earn a C- (1.7) grade point average.

In calculating students’ degree-applicable grade point averages, grades earned in non-degree applicable credit courses shall not be included. Grades earned in degree applicable credit courses from both native (Cuesta) and non-native regionally accredited institutions shall be included as they were awarded at that institution, including the grade of C- (1.7), and converted to semester unit values as needed.

Non-Evaluative Symbols

| | |
|----|---|
| W | Withdrawal – The “W” symbol may be used to denote withdrawal in accordance with the requirements of section 55024. |
| RD | Report Delayed – This symbol is assigned by the Director of Admissions and Records only. It is used when there is a delay in reporting grades due to circumstances beyond the control of the student. This is a temporary notation and is not used in calculating GPA |
| MW | Military Withdrawal – The “MW” symbol is used to denote military withdrawal in accordance with section 55024. |

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