



AP 4230

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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4230 Grading and Academic Record Symbols**

**References:**

California Code of Regulations, Title 5, Sections 55023, 55024, 55051, 55052, and 55052.5

**NOTE:** This procedure is **legally required** and the Policy & Procedure Service issued legal updates to this procedure in September 2001, August 2007, April 2017, April 2018, October 2018, **October 2021**, and **April 2023**. Local practice may be inserted below, but it **must comply with Title 5**.

**NOTE:** Districts that have adopted “plus-minus” grades would insert those grades. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

**NOTE:** Districts that have adopted the “FW” grade symbol (unofficial withdrawal) would insert that symbol under the list of evaluative symbols. The “FW” symbol may not be used if a student has qualified for and been granted a military withdrawal. If “FW” is used, its grade point value is 0.

Commented [AK1]: This shows that districts that adopt FW have to use it, but that it is not legally required for districts to have it.

**NOTE:** The following language is from current FHDA AP 4230 Grading and Academic Record Symbols last revised on **April 19, 2019**. It is shown in **gray highlighting** as the content is unique to the District and requires careful review by leaders to ensure the language remains accurate and legally compliant.

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student’s grade point average using only the following evaluative symbols:

**Evaluative Symbols:**



- A+** — Excellent (Grade Point = 4.0)
- A** — Excellent (Grade Point = 4.0)
- A-** — Excellent (Grade Point = 3.7)
- B+** — Good (Grade Point = 3.3)
- B** — Good (Grade Point = 3)
- B-** — Good (Grade Point = 2.7)
- C+** — Satisfactory (Grade Point = 2.3)
- C** — Satisfactory (Grade Point = 2)
- D+** — Less than satisfactory (Grade Point = 1.3)
- D** — Less than satisfactory (Grade Point = 1)
- D-** — Less than satisfactory (Grade Point = .7)
- F** — Failing (Grade Point = 0) **When assigning a grade of F, instructors must also record the final date of participation in the class by the student.**
- FW** — Unofficial withdrawal (Grade Point = 0) (the “FW” grade symbol is used to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The “FW” symbol may not be used if a student has qualified for and been granted military withdrawal.
- P** — Passing (At least satisfactory – units awarded not counted in GPA)
- NP** — No Pass (Less than satisfactory, or failing – units not counted in GPA)
- SP** — Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

**Non-Evaluative Symbols:**

**I** — Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the “I” shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. The 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.

**IP** — **In Progress:** The “IP” symbol shall be used only in 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 **replace the IP symbol once the course is completed, appear on the student’s permanent record for the term in which the course is completed. The “IP”**

**Commented [AK2]:** Can the senates please confirm which of this paragraph needs to be struck out and which actually remains? Right now, the blue highlights indicate what is NOT struck out but the language is not fully coherent.



symbol shall not be used in calculating grade point averages. If a student enrolled in an “open entry, open exit” course is assigned an “IP” and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student’s permanent record for 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: The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

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

**EW** — Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with Title 5, Section 55024.

**[ Symbol ] – Credit for Prior Learning:** The “[ Symbol ]” symbol may be used to denote credit earned through successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of prior learning, if the District determines that such prior learning satisfies the District’s standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.

Commented [AK3]: To align with the BP, recommending that we use the symbol “PL” for now.

Also see Board Policy BP 4230 Grading and Academic Record Symbols, BP/AP 4231 Grade Changes, AP 4232 Pass/No Pass, and Board Policy Administrative Procedure BP/AP 4230 Credit Course Adds, Drops, and Withdrawals.

Commented [AK4]: Recommend to approve without the breadcrumbs and when these BP/APs are approved the Chancellor’s Office can add them back in.

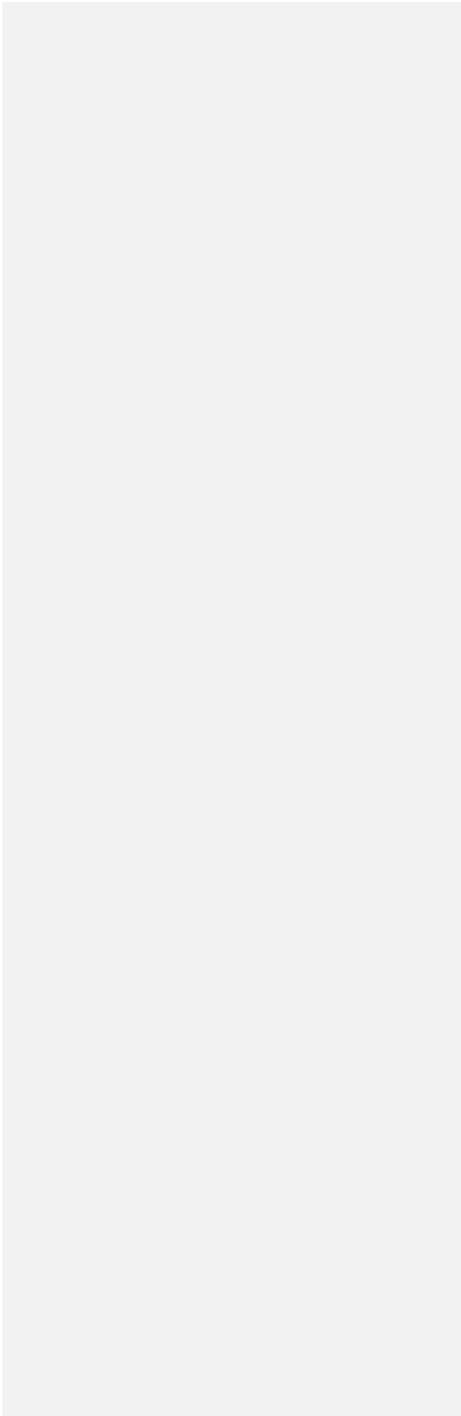
**NOTE:** The red ink signifies language that is legally required. The Policy & Procedure Service issued legal updates to this procedure in September 2001, August 2007, April 2017, April 2018, October 2018, October 2021, and April 2023. The language in black ink is from current FHDACCD AP 4230 Grading and Academic Record Symbols approved on 4/19/19. The language in blue ink is included for consideration. The language in yellow highlighting is included to draw the reviewers’ attention, and this language will be removed upon final approval. The language in gray highlighting was uniquely developed by FHDA and requires careful review by leaders and local district legal counsel to ensure the language remains accurate and legally compliant. The legal citation language reflected after the page break (below) should be removed following review and revision.



**FOOTHILL-DE ANZA**  
Community College District

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**Approved:** 4/19/19  
**Revised:**





## Legal Citations for AP 4230

### Title 5 Sections 55023, 55024, 55051, 55052, and 55052.5

Title 5. Education  
 Division 6. California Community Colleges  
 Chapter 6. Curriculum and Instruction  
 Subchapter 1. Programs, Courses and Classes  
 Article 2. Grading and Academic Record Symbols  
 Effective: October 20, 2022  
 5 CCR § 55023  
 § 55023. Academic Record Symbols and Grade Point Average.

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

(b)

<b>Symbol</b>	<b>Definition</b>
A	Excellent
B	Good
C	Satisfactory
D	Less than satisfactory
F	Failing
P	Passing (At least satisfactory--units awarded not counted in GPA.)
NP	No Pass (Less than satisfactory, or failing--units not counted in GPA.)
SP	Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)

(b) The governing board of a community college district may use "plus" and "minus" designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

(c) Regardless of whether the governing board elects to use plus and minus grading, it may provide for the use of the "FW" grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).



- (d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or subdivisions (a) and (b) (if pluses and minuses are used), in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the “FW” described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.
- (e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following nonevaluative symbols:

<b>Symbol Definition</b>	
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
	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 that 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 appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.
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: The “W” symbol may be used to denote withdrawal in accordance with the requirements of section 55024.
MW	Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with section 55024.
EW	Excused Withdrawal: The “EW” symbol may be used as described in, and in accordance with, section 55024.

- (f) In calculating students’ degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.
- (g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or “pass-no



pass” or from which the student withdrew in accordance with rules adopted by the district.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

#### History

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
2. New subsection (g) and amendment of Note filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).
3. Amendment of subsection (a) -- Table filed 9-28-2016; operative 10-28-2016. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2016, No. 41).
4. Amendment of subsection (e) filed 1-23-2018; operative 2-22-2018. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2018, No. 7).
5. Amendment of subsections (a) and (e) filed 9-20-2022; **operative 10-20-2022**. Submitted to OAL for filing and printing only pursuant to Education Code section 70901.5 (Register 2022, No. 40).

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 1. Programs, Courses and Classes  
Article 2. Grading and Academic Record Symbols  
Effective: October 20, 2022  
5 CCR § 55024  
§ 55024. Withdrawals from Credit Courses.

(a) District governing boards shall adopt policies governing withdrawal from credit courses that implement the requirements of this section.

(1) Student withdrawal procedures shall be published in the course catalog. These procedures shall provide that students withdraw from a course by notifying the college registrar and that the registrar shall inform appropriate college district personnel, including faculty.

(b)(1) A student who withdraws prior to the end of the fourth week of a course, or the expiration of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol “W” on their transcript. A student who withdraws after this period, but before the end of the fourteenth week of a course, or the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol “W” on their transcript, unless the district selects an earlier final withdrawal date. A student who remains in a course beyond the district withdrawal date may not withdraw, and shall



receive the appropriate symbol on their transcript, as authorized in section 55023. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made. The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal of a student.

(2)(A) Military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, the military withdrawal symbol "MW" shall be assigned to all courses affected by the military withdrawal.

(B) Military withdrawals shall not be counted in progress probation and dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

(c)(1) Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

(2) "Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

(3) An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. In no case may an excused withdrawal result in a student being assigned an "FW" grade.

(4) An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

(5) An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under section 58509.

(d) Neither this section, nor a district's withdrawal policy, may be construed to conflict with district enrollment and attendance accounting responsibilities.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

#### History

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
2. Amendment of subsections (a)-(a)(1) and new subsections (a)-(a)(10) filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).
3. Amendment filed 9-29-2009; operative 10-29-2009. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2009, No. 43).



4. Amendment of subsection (a)(9), repealer of subsections (a)(9)(A)-(B) and new subsection (e) filed 9-12-2011; operative 10-12-2011. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2011, No. 37).
5. Amendment of subsections (d)(1), (d)(3) and (e) and new subsections (e)(1)-(f) filed 1-23-2018; operative 2-22-2018. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2018, No. 7).
6. Amendment of section heading, section and Note filed 9-20-2022; **operative 10-20-2022**. Submitted to OAL for filing and printing only pursuant to Education Code section 70901.5 (Register 2022, No. 40).

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 1. Programs, Courses and Classes  
Article 5. Alternative Methods for Awarding Credit

5 CCR § 55051

§ 55051. Articulation of High School Courses.

- (a) For purposes of this section, the term "articulated high school course" means a high school course or courses that the faculty in the appropriate discipline, using policies and procedures approved by the curriculum committee established pursuant to section 55002, have determined to be comparable to a specific community college course.
- (b) The governing board of a community college district may adopt policies to permit articulated high school courses to be applied to community college requirements in accordance with this section. Articulated high school courses may be accepted in lieu of comparable community college courses to partially satisfy:
- (1) requirements for a certificate program, including the total number of units required for the certificate; or,
  - (2) The major or area of emphasis requirements in a degree program.
- (c) Articulated high school courses used to partially satisfy certificate or major/area of emphasis requirements shall be clearly noted as such on the student's academic record. Notations of community college course credit shall be made only if community college courses are successfully completed or if credit is earned via credit by examination.
- (d) Except through credit by examination, as defined in section 55753, high school courses may not be used to satisfy:
- (1) The requirement of section 55063 that students complete at least 60 semester or 90 quarter units in order to receive an associate degree; or,
  - (2) Any general education requirement for the associate degree established by the district.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66700, 70901 and 70902, Education Code.



#### **HISTORY**

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 1. Programs, Courses and Classes  
Article 5. Alternative Methods for Awarding Credit

5 CCR § 55052

#### **§ 55052. Advanced Placement Examinations.**

The governing board of a community college district may adopt policies to grant credit for satisfactory completion of advanced placement examinations typically recognized by colleges and universities as measuring competencies comparable to those achieved in baccalaureate level courses.

The faculty in the appropriate discipline must approve advanced placement examinations, scores deemed to constitute satisfactory performance, courses offered by the college for which credit will be granted, and requirements that may be met by such examinations in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002.

The student's academic record shall be clearly annotated to reflect that credit was earned through an advanced placement examination.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66700, 70901 and 70902, Education Code.

#### **HISTORY**

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 1. Programs, Courses and Classes  
Article 5. Alternative Methods for Awarding Credit

5 CCR § 55052.5

#### **§ 55052.5. International Baccalaureate and College Level Examination Program Examinations.**



The Chancellor, in collaboration with the Academic Senate for the California Community Colleges, shall develop policy guidelines on the minimum passing scores for the International Baccalaureate and/or College Level Examination Program examinations. The policy guidelines shall be distributed to community college districts on an annual basis.

The governing board of a community college district shall adopt policies to grant credit for satisfactory completion of International Baccalaureate and/or College Level Examination Program examinations typically recognized by colleges and universities as measuring competencies comparable to those achieved in baccalaureate level courses or general education areas.

The faculty in the appropriate discipline must approve International Baccalaureate and/or College Level Examination Program examination scores deemed to constitute satisfactory performance for direct course credit and/or general education area credit. Credit may be awarded for the California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, or local community college general education requirements, as most appropriate. Where no direct course or general education area matches an International Baccalaureate or College Level Examination Program exam, the college may award elective credit. Requirements may be met by such examinations in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002.

The student's academic record shall be clearly annotated to reflect that credit was earned through an international baccalaureate and/or college level examination program examination.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

#### **HISTORY**

1. New section filed 4-1-2021; operative **5-1-2021**. Submitted to OAL for filing and printing only pursuant to Education Code section 70901.5 (Register 2021, No. 15).