Proposal Code Number: **AP 4230**
(Office use only)

**Brief Title:** Grading Symbols AP

**COLLEGE OF MARIN**
**GOVERNANCE SYSTEM PROPOSAL FORM**

**Initiator:** Academic Senate

**Phone:**
**Email:**

**If Group, Name of Contact Person:** Patrick Kelly, Academic Senate

**Phone:**
**Email**

Student_____ Faculty_X__ Classified__ Admin._ Board___ Other ___

**Proposal:**
**Type:** New _____ Change _____ Deletion ________

_____X____

**Category**
Policy____ Procedure____

**Estimated Costs:** None

**Justification:**
See related BP 4230.
AP 4230 updates current grading procedure to be consistent with Title 5 Sections 55023 and 55024. Includes option for plus/minus grading. Updates definitions of evaluative and non-evaluative symbols. Replaces portions of current College of Marin District Procedure “Academic Standards” 4.0003 DP.10 titled “Enrollment Services, Policies and Procedures.” The language in this procedure has been revised to reflect the CC League’s Update #13 distributed on September 21, 2007. AP 4230 is recommended by Academic Senate and Office of Student Learning and has been reviewed by the Board Policy/Administrative Procedure Task Force.
College of Marin permits the following grading symbols:

**Evaluative Symbols**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F+</td>
<td>0.3</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

FW indicates 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).

P    Passing (At least satisfactory – units awarded not counted in GPA)

NP   No Pass (Less than satisfactory, or failing – units not counted in GPA)

**Non-Evaluative Symbols**
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 Board of Trustees provides a process whereby a student may petition for a time extension due to unusual circumstances. See BP 4250 titled Probation, Disqualification, and Readmission, AP 4250 titled Probation, AP 4231 titled Grade Changes, and AP 5530 titled Student Rights and Grievances for additional information regarding "I" grades and other related matters.

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 a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with the list of evaluative grades to be recorded on the student's permanent record for the course.

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.

Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. A faculty member may withdraw a student from a course if the student has ceased to participate in the course as of the midterm grade submission date.

Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

Grading-Related Terms and Conditions

Consecutive Semesters shall be considered consecutive based on a student's enrollment pattern.

Probation A warning that a student's grades do not meet acceptable standards.

Dismissal A student is not allowed to continue at the College unless the student petitions and the petition is approved.
Units
The conventional measurement of college work is called a unit. It represents one lecture hour per week for one semester together with two hours of preparation outside class, or three hours of laboratory work per week for one semester.

Mid-term Grade
Procedures for evaluation of student progress shall be in accordance with regulations set by the faculty and the College. The instructor shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student at mid-semester.

Final Grade
Enrollment, evaluation and credit for courses shall be entered on a student's official academic record in accordance with college policy and State law.

Final Examinations
Any student who is needlessly absent from any examination held at any time during a semester thereby forfeits any right to make up the work by re-examination. In case of illness or, if for some other unavoidable reason a student is unable to be present at an examination at the scheduled time, the student may be permitted to take the examination at a later date by arrangement with the instructor. To make up "I" grades, the examination must be completed by the last day of final examinations the following semester.

Also see BP/AP 4220 titled Standards of Scholarship, AP 4232 titled Pass/No Pass, and BP/AP 4250 titled Probation, Disqualification, and Readmission

Date Approved: January 19, 2008
(Replaces portions of College of Marin Procedure
4.0003 DP.10)