

## **AP 4220 Standards of Scholarship**

Reference:

**Title 5 Section 51002, 55023, 55024, 55051, 55052, and 55052.5;  
Education Code Section 70902 subdivisions (b)(3) & (d)**

1.0 The credit classes of the District are graded according to the following standards. These standards are consistent with other colleges of the California Community College system, and the grading standards of four-year transfer institutions.

1.1 "A" Superior or Excellent (4 grade points): Honor grade indicating excellence earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; ability to deal resourcefully with abstract ideas; superior mastery of pertinent skills; and promise of success in field relating to the subject.

1.2 "B" Better Than Average/Good (3 grade points): Honor grade indicating competence earned as a result of high examination scores; accurate and prompt completion of assignments; ability to deal well with abstract ideas; commendable mastery of pertinent skills; and promise of continued success in sequential courses.

1.3 "C" Average/Satisfactory (2 grade points): Standard college grade indicating successful performance earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; ability to deal with abstract assignments; average mastery of pertinent skills; and sufficient evidence of ability to warrant entering sequential courses.

1.4 "D" Less than Satisfactory (1 grade point): Substandard grade indicating the minimum requirements only earned as a result of low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; or insufficient evidence of ability to make enrollment in sequential courses advisable.

1.5 "F" Failing (0 grade points): Non-passing grade indicating failure to meet minimum requirements earned as a result of non-passing examination, abstract ideas, inadequate mastery of pertinent skills; or repeated absence from class.

1.6 "I" (no grade points, no units attempted): 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 record. This record shall contain the conditions for 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 evaluation, 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. Under unusual circumstances a student may petition for a time extension

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1.7    "IP"    In Progress (no grade points, no units attempted): If a student making satisfactory progress in an open entry course has not finished a course at the end of a semester, the student shall be given an "IP," which indicates the student is in progress of completing the course. The student must re-enroll in the course if the student wishes to continue working in that course. "IP" shall not be used in calculating grade point averages.

1.8    "RD"    Report Delayed (no grade points, no units completed): 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 average.

1.9    "W"    Withdrawal (no grade points, no units completed): A "W" symbol indicating that the student has withdrawn from college or dropped from a class section prior to the fourteenth week of a semester. The grade indicates that the course has been canceled from the student's program of study without credit and is not included in the grade point computation.

1.10    "MW"    Military Withdrawal (no grade points, no units completed): An "MW" symbol indicates that the student is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses. This student shall be permitted to withdraw upon verification of such orders. An "MW" withdrawal symbol may be assigned. Military withdrawal shall not be counted in academic or progress notice or pause calculations.

1.11    "FW"    Failing for Unofficial Withdrawal (no grade points, no units completed): A "FW" symbol 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. Failing Withdrawal shall be counted in academic or progress notice or pause calculations.

1.12    "P"    Pass (no grade points, no units attempted, but counts for units completed): "Pass" means that credit has been earned for the course although there are no grade points and the grade is not used in computing grade point average, and will reflect performance equivalent to a "C" under the letter grade system.

1.13    "NP"    No Pass (no grade points, no units attempted, no units completed): "No Pass" means that neither units nor grade points have been earned. Units for which "NP" is given are not to be used in calculating grade point averages.

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2.0 The non-credit North Orange Continuing Education classes are graded according to the following standards for courses in the High School Diploma Program. Students may receive either letter grades and diploma credits or obtain a passing grade when a course is completed successfully. In the career and technical education certificate programs, students may receive a passing grade based on demonstrated competencies.

2.1 "A" Superior or Excellent (4 grade points): A grade indicating excellence earned as a result of consistently superior examination scores (e.g., 90-100%); consistently accurate completion of assignments; and superior mastery of pertinent skills relating to the subject matter.

2.2 "B" Better than Average/Good (3 grade points): A grade indicating competence earned as a result of high examination scores (e.g., 80-89%); accurate completion of assignments; and commendable mastery of pertinent skills relating to the subject matter.

2.3 "C" Average/Satisfactory (2 grade points): A grade indicating successful performance earned as a result of satisfactory examination scores (e.g., 70-79%); generally accurate completion of assignments; and average mastery of pertinent skills relating to the subject matter.

2.4 "D" Less than Satisfactory (1 grade point): A grade indicating the minimum requirements earned as a result of low examination scores (e.g., 60-69%); generally inaccurate, incomplete assignments; and barely acceptable mastery of pertinent skills relating to the subject matter.

2.5 "F" Failing (0 grade points): Non-passing grade indicating failure to meet minimum requirements earned as a result of non-passing examination scores (e.g., less than 60<sup>+</sup>); and inadequate mastery of pertinent skills.

2.6 "IP" In Progress (no grade points, no credits completed): If a student making satisfactory progress in an open entry course has not finished a course at the end of the academic term, the student shall be given an "IP," which indicates the student is in progress of completing the course. "IP" shall not be used in calculating grade point averages.

2.7 "RD" Report Delayed (no grade points, no credits completed): 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.

2.8 "W" Withdrawal (no grade points): A "W" symbol indicates that the student has withdrawn from a class section prior to the specified drop date. The grade indicates that the course has been canceled from the student's program of study without credit and is not included in the grade point calculation.

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2.9 "P" Pass (no grade points): "Pass" means that credit has been earned for the course although there are no grade points and the grade is not used in computing grade point average.

2.10 "NP" No Pass (no grade points, no credits completed): "No Pass" means that neither credits nor grade points have been earned. Units for which "NP" is given are not to be used in calculating grade point averages.

2.11 "NG" Not Graded (no grade points): The "NG" symbol indicates that the course completed is a course in which a grade is not issued.

2.12 "SP" Satisfactory Progress (no grade points): An "SP" symbol indicates satisfactory progress towards completion of a non-credit course. The "SP" symbol cannot be supplanted by any other symbol.

See Board Policy 4220, Standards of Scholarship.

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