
AR 4230 GRADING AND ACADEMIC RECORD SYMBOLS

NOTE: This administrative regulation is legally required. Local practice may be inserted, but it must comply with Title 5.

❖ From current SMC AR 4310 Final Examinations and Grades

Final Examinations and Grades

Final examinations for semester-long classes (16 weeks) are to be given at the assigned date and time -as specified in the final examination schedule distributed through the Office of Academic Affairs via the Schedule of Classes. Final exams for sessions shorter than 16 weeks are to be given at the last scheduled class meeting-.

Administering Final Examinations Outside of the Regularly Scheduled Time Period

Final examinations are not authorized to be given outside of the regularly scheduled time period without the approval of the Vice-President of Academic Affairs, except in the following instances:

1. Students with documented disabilities shall be reasonably accommodated (See [AR-4115 the Academic Adjustments for Students with Disabilities section of AR 5140 Disabled Student Programs and Services](#)) for exams taken outside of the scheduled time period. DSPS, the instructor, and the student will determine the time of the rescheduled exam in compliance with ADA requirements. The exam will take place at a time and date as close to the original exam time and date as possible.
2. If a student has an extenuating circumstance that results in a scheduling conflict, an instructor may allow a student to take the final examination with another of that instructor's sections. However, the instructor is not obligated to provide this alternative.
3. If the official final examination schedule presents an exam time conflict, the affected student and instructors must arrive at a reasonable solution. Any conflict resolution must be approved by the Department Chair or the Vice-President of Academic Affairs.

Nonappearance at Time of Final Examination

When a student does not show up for his/her scheduled final examination, it is suggested that the instructor give an "F" grade for the final examination and that this grade be averaged into the term's total for the final course grade. Students with documented extenuating circumstances may be eligible for an Incomplete course grade. See [AR4310.1 \(the language regarding Incomplete Grades below\)](#) for details.

Final Grades and Reports

After final examinations, instructors shall report final grades online. Once a grade is submitted, there shall be no authority to change it except when an instructor can certify that a clerical or mathematical error was made or that extenuating circumstances exist.

Final grades are to be submitted online by the deadline published by the Admissions Office which is consistent with the collective bargaining agreement. When submitting grades,

1. The online grade roster indicates if the student has previously withdrawn and has been given a "W" grade.
2. The instructor shall -mark one, and only one grade: "A", "B", "C", "D", or "F" or notation "P" or "NP" for each student or, if applicable, assign an incomplete grade on the final grade roster. See [AR-4310.1 the language regarding \(Incomplete Grades below\)](#) for details.

❖ From current SMC AR 4311 Grade Entries

Grade Entries

1. There will be a grade entry on the student's permanent record for each course in which the student was actively enrolled as of the first day of instruction of the first census week.
2. **Evaluative Grades.** 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: ~~Symbols in each course to indicate evaluative grades are:~~
 - A Excellent
 - B Good
 - C Satisfactory
 - D Passing, less than satisfactory
 - F Failure
 - P Pass
 - NP No Pass
 - SP Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)
3. **Non-evaluative Symbols:**
 - a. **I (Incomplete):**

Incomplete symbols are given only on approval of the faculty members, and then only for unforeseeable, emergency, and justifiable reasons at the end of the term. Incomplete grades may be made up no later than one year from the end of the term that they were assigned. Students may petition for a time exemption due to unusual circumstances. The conditions necessary for the removal of the incomplete shall be stated by the instructor on a written record and communicated to the student. This record shall contain the conditions for removal of the incomplete and the grade to be assigned if the conditions are not met. 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" symbol shall not be used in calculating units attempted nor for grade points.
 - b. **IP (In Progress).**

The IP symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative grade must await its completion. The IP symbol shall remain on the student's permanent record for the initial academic term in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's permanent record for the academic 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 and does not re-enroll in that course during the subsequent term, the appropriate faculty member will assign an

evaluation symbol (grade) to be recorded on the student's permanent record for the course. The IP symbol may be assigned only by faculty members.

c. **RD (Report Delayed).**

The RD symbol may be assigned by the registrar only. ~~The RD symbol~~ It may 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 another symbol as soon as possible. The RD symbol ~~RD~~ shall not be used in calculating grade point averages ~~and may be assigned only by designated staff members.~~

d. **W (Withdrawal).**

The W symbol shall only be used in accordance with [the requirements of Title 5 Section 55024 Board Policy Section 4320 \(See BP 5075 Course Adds and Drops\).](#)

e. **MW (Military Withdrawal).**

The "MW" symbol shall be assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from course. Upon verification of such orders, this symbol may be assigned at any time in accordance with [Title 5 Section 55024 Board Policy Section 4320 \(See BP 5075 Course Adds and Drops\).](#) The "MW" shall not be counted in progress probation and dismissal calculations.

4. **Grade Points.** A system of grade points is used to determine a student's scholastic standing and eligibility for graduation or transfer to another college. For each unit of credit, the student will receive grade points as follows:

A	4 grade points per unit of credit
B	3 grade points per unit of credit
C	2 grade points per unit of credit
D	1 grade point per unit of credit
F	0 grade point per unit of credit
P	0 grade point per unit of credit (at least satisfactory - units not counted in grade computation)
NP	0 grade point per unit of credit (less than satisfactory - units not counted in grade computation)
I	0 grade point per unit of credit (units not counted in grade computation)
IP	0 grade point per unit of credit (units not counted in grade computation)
RD	0 grade point per unit of credit (units not counted in grade computation)
W	0 grade point per unit of credit (units not counted in grade computation)
MW	0 grade point per unit of credit (units not counted in grade computation)

5. **Pass/No Pass** [\(Also see BP/AR 4232 Pass/No Pass\)](#)

a. Courses offered only on a pass/no pass basis

The purpose of this policy is to permit the college to offer courses specifically designated as Pass/No Pass courses. Students enrolled in courses designated as Pass/No Pass shall be evaluated on a single satisfactory standard of performance. The P/NP grading system shall be used to the exclusion of other grades. "Pass" shall be

assigned for meeting that satisfactory standard; "no pass" for failure to do so. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Courses designated as pass/no pass shall be so noted in the college catalog.

b. Students option for pass/no pass grades

The purpose of this policy is to permit the college to offer a student the option of enrolling in a course on a pass/no pass basis in lieu of enrolling on a grade basis. This option to enroll in a class on a pass/no pass basis is designed to encourage students to explore courses without fear of penalty of a low grade in areas in which they have an interest but no special competence. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Standards of evaluation are identical for all students. A "P" grade is to be recorded for performance equivalent to "C or better" and an "NP" grade is to be recorded for less than satisfactory performance (D or less).

To obtain approval to enroll in a course on a pass/no pass basis, the student must petition through the Office of Admissions and Records. The approval of the petition must be filed by published deadline which reflects 30% of the course length. Any course of duration two weeks or less may not be taken pass/no pass. A student taking a course on a pass/no pass basis cannot change to a letter grade basis after the published deadline that represents 30% completion of the course. The decision to take a course on a pass/no pass basis is irrevocable after the deadline even if it is later discovered that the "P/NP" grade is not acceptable by the student's transfer college.

c. Criteria for approval of a petition for Pass/No Pass

- 1) Part-time students (those enrolled in fewer than 12 units) are limited to 5 units of Pass/No Pass enrollment. Full-time students (those enrolled in 12 or more units) are limited to 6 units of Pass/No Pass enrollment. Exceptions for enrollment in a single course exceeding 5 units may be authorized by the Dean of Enrollment Services.
- 2) Course units taken under the option of pass/no pass may not exceed a total of 12 units at Santa Monica College.
- 3) Students who have already received a bachelor of arts or science degree from an accredited college or university may take an unlimited number of units on a pass/no pass basis.

d. Pass/No Pass grades [\(Also see BP/AR 4232 Pass/No Pass\)](#)

Pass will be indicated on a student's permanent record as "P" with units completed and no grade points. No pass will be indicated on the student's permanent record as "NP" with no units completed and no grade points. In either case, a student's grade point average is not affected. Units in courses taken on a pass/no pass basis will be included in the student's cumulative units enrolled for purposes of determining lack of progress probation and dismissal.

6. **Credit by Examination** ([Also see BP/AR 4235 Credit by Examination](#))

The purpose of ~~this policy~~ [credit by examination](#) is to permit the college to grant credit to any actively enrolled student in good standing who satisfactorily passes examinations previously approved by the appropriate college departments. Credit will only be granted for courses corresponding to Santa Monica College courses. Credit earned by examination shall be clearly annotated on the student's permanent record and added to units completed. Such credit shall not be counted in grade computation. Credit by examination shall not apply toward the residence requirements of the associate in arts degree.

7. **Grade Point Average**

A student's grade point average is the quotient of grade points divided by units attempted.

- a. "All units attempted" is defined as units of credit for which the student was enrolled in any college/university, regardless of whether he/she completed the course or received credit or a grade.
- b. Grades A, B, C, D, and F are included in "all units attempted."
- c. Units earned on a "pass/no pass" basis provide a P grade; these units are not included in "all units attempted."
- d. Exempted from inclusion in "all units attempted" are the following: W, NP, I, IP, RD, MW.

8. **Refunds**

In the case of students who are members of an active or reserve U.S. military service, and who receive orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee and buy back textbooks at the bookstore's used book rate unless academic credit is awarded.

~~Reference: Education Code Sections 76224 and 84522
Title V, Sections 51300 51308 and 52302~~

NOTE: *If the Districts has adopted "plus-minus" grades, it 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.*

NOTE: *The language above in Section 3(a) reflects the necessary content to comply with the legal requirements regarding grading and academic record symbols. The following language in current SMC AR 4310.1 Incomplete Grades (below) reflects some duplicative information.*

❖ **From current SMC AR 4310.1 Incomplete Grades**

Addressing Incomplete Grades

Incomplete grades in a course or courses may be approved when illness, accident, emergency, or special circumstances beyond the student's control prevents the student from taking the final examination or completing other immediate "end of semester" course requirements. The student must be passing the class with a "C" or better prior to the final exam or final project. The Incomplete grade is not to be used to extend deadlines for coursework which the student might reasonably be expected to meet.

To assign an incomplete ("I"), the Instructor of Record must fill out the online request during the submission of final grades if he ~~or~~ she believes that such an approval is appropriate and that the student has justifiable reasons to warrant the Incomplete grade. Instructors may require documentation that supports the student's request. Instructors are not required to grant Incompletes, and such decisions by the instructor are final and may not be appealed by the student.

The instructor will determine the date by which the "I" must be completed; this date shall be no later than one year from the end of the term in which the original grade was assigned. The instructor shall record in the online grade roster the conditions necessary for the removal of the "I" and the grade to be assigned (A through F) if the conditions are not met. The student and instructor will both receive copies of said conditions.

Incomplete grades will count in "Units Enrolled" but will not be included in "Units Attempted" or "Units Completed" and no grade points will be assigned.

[Also see BP/AR 4231 Grade Changes and BP/AR 4232 Pass/No Pass.](#)

References:

Education Code [Section 76224](#);
[Title 5 Section 55023](#)

***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this regulation in September 2001, August 2007, and April 2017. The language in **black ink** is from current SMC AR 4310 Final Examinations and Grades approved on April 29, 2003 and revised on November 2, 2010; AR 4310.1 Incomplete Grades approved on May 18, 2004 and revised on November 2, 2010; AR 4311 Grade Entries approved on December 13, 2005 and revised on December 7, 2010; and AR 5310 Grades approved in October 2002. The language in **blue ink** is included for consideration. The language in **yellow highlighting** (above in this regulation) is included to draw the reviewers' attention, and this language will be removed upon final approval.*

Approved: October 2002 (for AR 5310); 4/5/17
(for AR 4310); May 18, 2004 (for AR 4310.1);
December 13, 2005 (for AR 4311)

Revised: November 2, 2010 (for AR 4310 and AR
4310.1); December 7, 2010 (for AR 4311);
(Replaces SMC AR 4310, AR 4310.1, AR 4311,
and AR 5310)

Legal Citations for AR 4230

§ 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:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.)	
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. NP has the same meaning as "NC" 2007.)	
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 non-evaluative symbols:

<i>Symbol</i>	<i>Definition</i>
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"

	<p>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.</p> <p>The "I" may be made up no later than one year following the end of the term in which it was assigned.</p> <p>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.</p>
IP	<p>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 subdivision (a) or (a) and (b) if plus and minus grading is used) to be recorded on the student's permanent record for the course.</p>
RD	<p>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.</p>
W	<p>Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of section 55024.</p>
MW	<p>Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with section 55024.</p>

(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.

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(a) When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

(b) No grade of a student participating in a physical education class, however, may be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the student.