AR 4230 Grading and Academic Record Symbols

There will be a grade entry on a student's academic record for each course in which the student was actively enrolled as of census.

Evaluative Symbols:

A – Excellent (Grade Point = 4)
B – Good (Grade Point = 3)
C – Satisfactory (Grade Point = 2)
D – Less than satisfactory (Grade Point = 1)
F – Failing (Grade Point = 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)
SP – Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)

Non-Evaluative Symbols:

a. **I (Incomplete).**
Incomplete grades in a course or courses may be approved when illness, accident, emergency, or unforeseeable 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 requesting an incomplete and the posting of the final grade. The incomplete grade is not to be used to extend deadlines for coursework which the student might have reasonably been expected to meet.

To assign an incomplete ("I"), the instructor must fill out the online request during the submission of final grades if they believe that such an approval is appropriate and that the student has unforeseeable, emergency, and justifiable reasons to warrant the incomplete grade. The Instructor 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 if the conditions are not met. The student and instructor will both receive copies of said conditions with a copy on file with the registrar.

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. A student may not enroll in a course in which they have an active incomplete.

A student may petition for a time extension due to unusual circumstances. (Special Consideration Committee)

b. **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 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 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 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. 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 permanent symbol as soon as possible. The RD symbol shall not be used in calculating grade point averages.

d. **W (Withdrawal).**
The W symbol shall be used in accordance with the requirements of Title 5 Sections 55024, 58146 and 58509 (See AR 5075 Course Adds, Drops and Withdrawals).

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 the requirements of Title 5 Section 55024 (See AR 5075 Course Adds, Drops and Withdrawals).

f. **EW (Excused Withdrawal).**
An excused withdrawal ("EW") occurs when a student is permitted to withdraw from one or more a courses due to specific events beyond the control of the student or external factors affecting their ability to complete their course(s) in accordance with the requirements of Title 5 Sections 55024 (See AR 5075 Course Adds, Drops and Withdrawals). , this symbol may be assigned at any time in accordance with the requirements of Title 5 Section 55024, 58146 and 58509 (See AR 5075 Course Adds, Drops and Withdrawals).

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)
SP	0 grade point per unit of credit (at least 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)
EW	0 grade point per unit of credit (units not counted in grade computation)

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 allow flexibility and 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 F). A "P" grade is added to units completed and an "NP" grade is not included in units completed.

To obtain approval to enroll in a course on a pass/no pass basis, the student must petition through their student portal. The petition must be submitted by the published deadline. which is 30% of the course length. For operational purposes and to accommodate short session and all teaching modalities, the deadline will be the Sunday before the final week of the class. Any course of duration two weeks or less may not be taken on a pass/no pass basis. 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. Students should consult with transfer institutions on pass/no pass unit limitations. Major courses required for transfer are not encouraged to be taken on a pass/no pass basis as many universities will not accept. Extraordinary conditions (such as the pandemic) for taking a course in the major as pass/no pass may be provided exception(s). Course units taken under the option of pass/no pass may not exceed a total of 14 transferable units at Santa Monica College. All non-transferable courses and courses that are graded exclusively on a Pass/No pass basis are not subject to the 14-unit limitation.

2. 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.

2. There is no unit limitation for taking courses on a pass/no pass basis.

d. Pass/No Pass grades

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 units completed for each term, total units, lack of progress probation and dismissal.

Credit by Examination:

The purpose of 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 SMC degrees.

Grade Point Average:

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

a. "Units attempted" is defined as units in which the student was enrolled as of census.
b. Grades A, B, C, D, and F are included in units attempted and included in calculating GPA..
c. Units earned on a pass/no pass basis are excluded from units attempted and excluded in calculating GPA.
d. The notations W, NP, I, IP, SP, RD, MW, EW are excluded from units attempted and excluded in calculating GPA.
e. The notations "P" ("CR") are included in units completed and excluded in calculating GPA.

Refunds:

Any "emergency or extraordinary condition" meeting the requirements of section 58146, 58508 and 58509(a) allow a community college to provide a full refund of enrollment fees to a student (i.e. fire, flood, earthquake, impassable roads, epidemic/pandemic, major safety hazard, strike involving public transportation, unavailability of classroom facilities, military orders, public health crisis or another emergency declared by the state or federal government).

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 all fees and buy back textbooks at the Bookstore's used book rate unless academic credit is awarded.

References:
      Education Code Sections 76224 and 84522
      Title 5 Sections 51300-51308, 52302, 55023, 55024, 58509, 59300

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