



Reference: *Title 5 Section 55023, 55024*

The grading system for the West Hills Community College District shall be as follows:

- Evaluative Symbols

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory)	
NP	No Pass (less than satisfactory)	

- Non-Evaluative Symbols

<u>Symbol</u>	<u>Definition</u>
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 student must complete at least 75% of the required course work. The condition for the removal of the “I” shall be stated by the instructor in a written record and supplied to the student. 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.
IP	In Progress – The IP symbol shall be used only in those courses which extend beyond the normal end of an academic term. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.
RD	Report Delayed – The RD symbol may be assigned by the registrar only. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

- W Withdrawal – A student may withdraw from a class or classes prior to the end of the thirteenth week or prior to attending 70% of the class sessions of a short term course and receive a grade of W. If a student remains enrolled in a class beyond 70%, then a grade other than a W must be assigned. A student may also receive a W after the 70% upon petition and consultation with the appropriate faculty in extenuating circumstances such as verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- MW Military Withdrawal – Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the MW symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals.

Approved: 9/18/12