

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: GRADING AND ACADEMIC RECORD SYMBOLS: CREDIT COURSES	Number: AP 6.22
Legal Authority: Title 5, California Code of Regulations, Section 55021, 55022, 55023, and 55024	

Academic Record Symbols and Standards

A system of letter grades and grade points is used to indicate the quality of work done by credit students. The meaning of each evaluative symbol, with its value in grade points, is as follows:

A. Symbol = Definition.... Grade Points

A = Excellent	4
B = Good	3
C = Satisfactory	2
D = Passing, less than satisfactory	1
F = Failing	0
FW = Failing/Withdrawal	0

The "FW" grade symbol is an indication that a student has both ceased participating in a course 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 "MW". If an "FW" is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as an "F" grade.

P = Pass (At least satisfactory, C or better. Units awarded not counted in grade point average.)

NP = No Pass (Less than satisfactory or failing. Units not counted in grade point average.)

B. Pass (P)/No Pass (NP) Courses

Formerly known as: Credit (CR)/No Credit (NC) Courses

Certain credit courses offered at City College of San Francisco are designated as pass/no pass courses. Such courses are shown in the catalog with the statement "P/NP only" meaning that only grades of P and NP are given for the course. Other courses are designated as optional pass no pass courses. Such courses are shown in the catalog with the statement "P/NP available" meaning the course may be taken on a pass/no pass or on a letter grade basis; i.e., the pass/no pass option is available.

C. Other Symbols

Symbol	= Definition
"E"	= Exclusion
"I"	= Incomplete
"MW"	= Military Withdrawal
"RD"	= Report Delayed
"W"	= Withdrawal

Recommended by Academic Senate; Reviewed by PGC on 5/19/16 New Procedure

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1. **“E” Exclusion.** The “E” symbol shall be used to denote those grades of D or F that have been excluded from the student’s G.P.A. as a result of course repetition or academic renewal.
2. **“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” 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.
3. **“MW” Military Withdrawal.** “Military Withdrawal” shall be assigned to students who are members of a reserve or active military unit and received orders to report to active duty, requiring a withdrawal from all courses. This does not apply to Basic Training assignments. All courses will be withdrawn without fee assessment. Military Withdrawal does not count against a student for the purposes of progress probation and academic dismissal calculations.
4. **“RD” Report Delayed.** Only the Office of Admissions and Records may assign the “RD” symbol. This symbol is to be used when, for reasons beyond the control of the student, there is delay in reporting the student’s grade. “RD” is a temporary notation to be replaced by a permanent symbol immediately. The “RD” symbol shall not be used in calculating units attempted, nor for grade points.
5. **“W” Withdrawal.** If a student withdraws from a credit class or if an instructor withdraws a student from a credit class between the last day to drop and the last day for withdrawal, a “W” symbol will appear on the student’s permanent record. If a student stops attending a credit class after the last day for a student-initiated or instructor-initiated withdrawal, the instructor must report a grade symbol (consistent with the grading policies) other than “W.” The “W” symbol shall not be used in calculating units attempted for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal. If a student drops a credit class prior to the last day to drop, no notation will appear on the student’s permanent record.

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