

Grading Policies and Grade Symbol Definitions

Each Peralta college uses the following evaluative and non-evaluative symbols in the grading of a student in conformance with those related provisions of the California Administrative Code, Title 5.

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
FW	Failing	0

The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal.

P **Pass** (at least satisfactory; units awarded not counted in GPA)

NP **No Pass** (less than satisfactory, or failing; units not counted in GPA)

I **Incomplete** (Incomplete Academic Work for Unforeseeable and Justifiable Reasons at the End of the Term)

Conditions for removal of the “I” and the grade assigned shall be filed by the instructor with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The “I” symbol must be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or -quarter may be granted by petition.

IP **In Progress**

The “IP” symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a grade must await its completion. 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 record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.

RD **Report Delayed**

The “RD” symbol may be assigned by the Office of Admissions and Records 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 students. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.

W **Withdrawal**

A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses), shall not be noted on the student’s academic record.

A “W” symbol can be awarded any student between the end of the fourth week or instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).

The academic record of a student who has not withdrawn from class or has not been dropped by an instructor within the time allowed by this policy must reflect a grade other than “W” as awarded by the instructor. The “W” symbol shall not be used for academic probation but only for progress probation.

A “W” shall not be assigned “if a determination is made pursuant to (Title 5) sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.” In such instances, no symbol will be assigned.

It is the student’s responsibility to drop a class. Students can drop a class online through the Passport Student Center or in the college’s Office of Admissions and Records.

MW Military Withdrawal

The “MW” shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the “MW” symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The “MW” shall not be counted in determining “progress probation” and in calculating grade points for dismissal.

For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

Pass/No Pass Option

Each Peralta College shall determine which courses can be offered on a Pass/No Pass basis and shall specify in the college catalog which courses have this option. (In absence of such a determination, a course will be presumed to be offered on a letter-grade basis.)

The student’s decision to take a course for Pass/No Pass must be made prior to the fourth week of instruction (30% of instruction for summer session and short-term classes). The student must go into the Passport Student Center to choose P/NP.

All units earned on a Pass/No Pass basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements, but such courses shall not be included in determining a student’s grade point average.

Students planning to transfer to a four-year institution are cautioned that in most cases courses in which a grade of “P” was earned will not be counted toward their major. Furthermore, limitations are imposed on the number of units of “P” that will be counted toward a Bachelor’s degree. The student should consult the catalog of the transfer institution for more specific information on regarding the use of courses in which a “P” grade was received.

GRADE-POINT AVERAGE

The cumulative grade-point average (GPA) is computed by dividing the total number of units a student has attempted into the total number of grade points the student has earned.

The grade-point average is determined by the following formula: Total grade points earned, divided by total semester units attempted = GPA.

Example: A student who earns 5 units of "A," 4 units of "B," 3 units of "C," 2 units of "D," and 2 units of "P" would compute the GPA as follows:

Attempted	Completed	Grade Points	
5 Units	5 Units	A x 5 = 20	
4 Units	4 Units	B x 4 = 12	
3 Units	3 Units	C x 3 = 6	
2 Units	2 Units	D x 2 = 2	
0 Units	2 Units	P x 2 = 0	
14 Units	16 Units	40 earned	40 grade points earned divided by 14 units attempted = 2.85 GPA

Units for which a W, MW, P, NP, or I were assigned are not counted in units attempted.

Conversion of quarter units to semester units used by all colleges and universities who are on the semester system is as follows:

Divide quarter units by 1.5 to determine the equivalent unit value in terms of semester units. For example, three quarter units of work equals two semester units. The student may consult a counselor if in doubt about the conversion of units accumulated under the quarter system.

Enrollment in Conflicting Classes

You may not enroll in classes that conflict or overlap in time schedules.

Excess Units

You may not carry more than 18 units at the Peralta Colleges without prior approval. You must obtain counselor approval for enrollment in 18.5–21.5 units. Enrollment in 22–25 units requires approval from the Vice President of Student Services. Under no circumstances will the college grant approval above 25 units for all Peralta Colleges.

The maximum number of units for the Summer Session is 10.

Prerequisites, Corequisites and Recommended Preparation

The Peralta Community College District has established certain prerequisites, corequisites, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The District and college believe that these requirements are necessary for your academic success. Students who do not meet these requirements are highly unlikely to receive a satisfactory grade in the course. You may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation. You may enroll in a course without the recommended preparation, but are advised you might not derive as much benefit from instruction as you would if you satisfy the recommended preparation.

For details, visit

<http://web.peralta.edu/trustees/files/2013/12/AP-4225-Course-Repetition-and-Repeatable-Courses.pdf>

- **Prerequisite** means a condition of enrollment that the college requires you to meet to demonstrate current readiness for enrollment in a course or educational program. A