

Administrative Procedur

References

Education Code Sections 76224 and 76232;  
Title 5 Section 55023, 55024, 55025

Responsibilities

The Vice President, Academic Affairs, shall be responsible for the overall coordination and implementation of the procedures relating to grading.

The Director of Admissions and Records shall be responsible for maintaining all grade records and for enacting appropriate procedures for the orderly processing of grades and related documents.

Definition s

Definitions of all terms used in these procedures shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

Grades and Grade Point Average

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:

an satisfactory      1  
                                 0

g (At least satisfactory    units awarded do not count towards GPA).

ss (Less than satisfactory, or failing    units not counted towards



The *W* symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. The *W* shall be assigned for withdrawal from a class or classes in accordance with semester dates determined by Enrollment Services and listed in the Class Roster for both student-

shall not be counted in progress probation and dismissal calculations, and shall not be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The symbol of MW may be applied as appropriate retroactively to January of 1990.

#### EW – Excused Withdrawal

The EW symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. An Excused Withdrawal may be assigned to students in extenuating circumstances at any time, upon petition of the student or their representative.

Extenuating circumstances means cases of accidents, illnesses, or other circumstances beyond the control of the student. The District shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol EW on their transcript. Students shall not be denied an excused withdrawal due to a lack of college response to the petition or to provide sufficient assistance to mitigate the student's circumstances. Upon submission of the Appeal for Excused Withdrawal form and supporting documentation when applicable, the symbol EW may be assigned for courses before a final grade is assigned, or where the final grade assigned is a grade of D, final, f14( ) Td [ (e)]TJ -25sTbol>f be D,0.002 bT10 (be )1.t[(Ddt)2 Tw (re)de assignedfT10 (be c6.62

