
San Bernardino Community College District**Administrative Procedure**Chapter 4 – Academic Affairs

AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS*(Replaces current SBCCD AP 4230, AP 4232, and AP 4233)*

Grade assignments can only be made by an instructor. Grades assigned are final except in cases of mistake, fraud, bad faith, or incompetence. No grade will be changed for any reason or under any circumstance after three (3) years from the end of the term in which the grade was assigned. The following evaluative and non-evaluative symbols shall be used to denote a student's academic progress.

A. Evaluative Symbols

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

B. Non-Evaluative Symbols

Symbol	Definition
I	Incomplete
W	Withdrawal
MW	Military Withdrawal

IP In Progress

RD Report Delayed

Incomplete

The grading symbols used in the District shall include Incomplete. The Chancellor is responsible for establishing administrative regulations to implement this policy specifying when it may be assigned and how it may be removed.

A. Assignment of Grade

The Incomplete grade may be assigned at the discretion of the instructor when a substantial portion of the class work has been completed by the student but some part of student's work remains to be completed at the end of the term.

B. Removal of Grade

In order to have the Incomplete removed from his/her record, a student must complete the work as prescribed by the instructor of record within one year of the end of the term in which it was assigned.

C. Conditions for Removal of Grade

Each instructor shall provide an Incomplete Grade Report form for each student whose work is incomplete. The instructor will indicate what the student must do to complete the course and what grade the student will receive if the work is not completed in the time prescribed by this procedure.

D. Records Requirement

The Records Office will notify students of an incomplete grade and will keep a copy of the form on file. The instructor will also keep a copy of the form on file.

Reference: Title 5 Section 55023

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