

# AP 4220 Standards of Scholarship

## Reference:

*Education Code Section 70902 (d)*  
*Title 5 Sections 55202, 55758*

## Grading Practices

The instructor of each course shall determine the grade to be awarded to each student. The instructor is required in each case to assign a definite grade based upon the work actually accomplished, regardless of the circumstances which have contributed to the results achieved. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

## Academic Record Symbols

The credit classes of the District are graded according to the standards listed below. These standards are consistent with other colleges of the California Community College system, and the grading standards of four-year transfer institutions.

"A" – Superior or Excellent (4 grade points): Honor grade indicating excellence earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; ability to deal resourcefully with abstract ideas; superior mastery of pertinent skills; and promise of success in field relating to the subject.

"B" – Better than Average/Good (3 grade points): Honor grade indicating competence earned as a result of high examination scores; accurate and prompt completion of assignments; ability to deal well with abstract ideas; commendable mastery of pertinent skills; and promise of continued success in sequential courses.

"C" – Average/Satisfactory (2 grade points): Standard college grade indicating successful performance earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; ability to deal with abstract assignments; average mastery of pertinent skills; and sufficient evidence of ability to warrant entering sequential courses.

"D" – Passing, Less than Satisfactory (1 grade point): Substandard grade indicating the minimum requirements only earned as a result of low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of

## AP 4220 – Standards of Scholarship

### Page 2

abstract ideas; barely acceptable mastery of pertinent skills; or insufficient evident ability to make enrollment in sequential courses advisable.

“F” – Failing (0 grade points): Non-passing grade indicating failure to meet minimum requirements earned as a result of non-passing examination, abstract ideas, inadequate mastery of pertinent skills; or repeated absence from class.

“I” – Incomplete (no grade points, no units attempted): 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 removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for 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 Records Office until the “I” is made up or the time limit has passed. The “I” symbol shall not be used in calculating units attempted or for grade points.

“IP” – In Progress (no grade points, no units attempted): The “IP” symbol shall be used to denote that the class is scheduled to extend beyond the normal end of an academic term. It indicates that work is —in progress— but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain 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 (no grade points, no units completed): Only the Registrar may assign the “RD” symbol. 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 student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade-point averages.

“W” – Withdrawal (no grade points, no units completed): The “W” symbol shall be used to denote withdrawal from a class. The grade indicates that the course has been removed from the student’s program of study without credit and is not included in the grade point computation.

No notation of “W” or other grade shall be made on the academic record of the student who withdraws prior to the census date. The census date in a 17-week term is Monday of the third week of instruction. Additionally, no notation of “W” shall be made on the academic record of the student who withdraws during the summer session and/or short-term class(es) prior to 30% of the course. The “W” shall not be used in grade-point averages; however, excessive “Ws” shall be used as factors in probation and dismissal procedures.

“MW” – Military Withdrawal (no grade points, no units completed): An “MW”

symbol 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, a “MW” symbol will be assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

“P” – Pass (no grade points, no units attempted, but counts for units completed): “Pass” means that credit has been earned for the course although there are no grade points and the grade is not used in computing grade point average, and will reflect performance equivalent to a “C” under the letter grade system.

“NP” – No Pass (no grade points, no units attempted, no units completed): “No Pass” means that neither units nor grade points have been earned. Units for which “NP” is given are not to be used in calculating grade point averages.

### **Grade Point Average**

A student’s grade point average is calculated on the number of grade points earned divided by the total units attempted.

### **Credit by Examination**

A student may petition to take an examination for course credit if a minimum of 12 semester units has been completed at Taft College with a minimum 2.5 cumulative grade point average. Students wanting to challenge a course by examination may obtain a petition and information regarding eligible courses, limitation, and procedures from the Counseling Center.

### **Standards for Probation**

Academic Probation—Students who have attempted at least 12 semester units as shown on the official academic record shall be placed on academic probation if the student’s grade point average is below 2.0 in all units.

Continued Academic Probation—A student who has earned a cumulative grade point average of less than 2.0 for two consecutive semesters shall be placed on continued academic probation

Progress Probation—A student who is enrolled in at least 12 semester units shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of W, I, or NP are recorded reaches or exceeds 50 percent.

Continued Progress Probation—A student who has earned a grade of W, I or NP

## **AP 4220 – Standards of Scholarship**

### **Page 4**

in 50 percent or more of all units for two consecutive semesters at Taft College shall be placed on continued progress probation.

### **Academic and Progress Dismissal**

**Academic Dismissal** – A student who is on academic probation is subject to dismissal if the earned cumulative grade point average is less than 1.75 in all units attempted in each of three consecutive semesters. The first semester will be deemed completed when the student has attempted a total of 12 semester units.

**Progress Dismissal** – A student who is on progress probation is subject to dismissal when the percentage of units with entries of W, I, or NP reaches or exceeds 50 percent in at least three consecutive semesters. For purposes of progress probation, the first semester will be deemed completed when the student has attempted a total of 12 semester units.

### **Academic Renewal**

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- \* Students must have achieved a grade point average of 2.4 in 24 units or 3.0 in 12 units in a combination of transfer coursework and/or Taft College coursework since the substandard work; and
- \* At least three years must have elapsed from the time the coursework to be removed was completed

Up to two semesters or three quarters of course works may be eliminated from consideration in the cumulative grade point average. No work taken during the disregarded terms may apply toward the Associates Degree. Academic renewal actions are irreversible.

### **Course Repetition**

Course repetition is addressed in AP 4225.

### **Limits on Remedial Coursework**

Remedial coursework consists of pre-collegiate basic skills courses. A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures consistent with Title 5 and Chancellor's Office guidelines. Students will only be permitted to enroll in courses with the

appropriate course placement scores or completion of the required prerequisite/co-requisite. No student shall receive more than 30 semester units for remedial coursework. Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure. Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations.

### **Grade Changes**

The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the Vice President of Instruction. Grade change requests made a year or more after the submission of the original grade will go to the Academic Policies and Procedures Committee for approval.