



## Chancellor's Advisory Council Meeting Agenda – April 19, 2019

Foothill College  
Council Chambers (Room 2018)  
3:00-4:30 p.m.

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	<i>I</i> – Allow council members to identify each other by name and constituent group represented.	Judy Miner
2. Approval of March 15, 2019, meeting summary ( <i>attachment 2</i> )	<i>A</i> – Provide accurate record of previous meeting.	Judy Miner
3. Proposed new and revised board policies and administrative procedures (second reading) ( <i>attachment 3</i> ) <ul style="list-style-type: none"> <li>BP 3810 Claims Against the District (New)</li> <li>AP 3810 Claims Against the District (New)</li> </ul>	<i>D/A</i> – Discussion of feedback from constituencies/approval.	Susan Cheu
4. Proposed new and revised board policies and administrative procedures recommended by the Academic and Professional Matters Committee ( <i>attachment 4</i> ) <ul style="list-style-type: none"> <li>BP 4100 (formerly BP 6020 and 6120) Graduation Requirements for Degrees and Certificates (Revised)</li> <li>AP 4100 Graduation Requirements for Degrees and Certificates (New)</li> <li>BP 4230 Grading (Revised)</li> <li>AP 4230 Grading and Academic Record Symbols (New)</li> </ul>	<i>D/A</i> – Review and provide input regarding policies and procedures recommended by Academic and Professional Matters Committee/approval.	Carolyn Holcroft
5. Governance Evaluation Survey <a href="https://forms.gle/giL94VAEL53GekXX7">https://forms.gle/giL94VAEL53GekXX7</a>	<i>I</i> – Request that council members complete the district governance evaluation survey.	David Ulate
6. Enrollment management	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner
7. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> <li>District Budget Advisory Committee <a href="http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html">http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html</a></li> <li>Human Resources Advisory Committee/District/District Diversity and Equity Advisory Committee <a href="http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html">http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html</a></li> <li>Educational Technology Advisory Committee <a href="http://ets.fhda.edu/governance-committees/etac/index.html">http://ets.fhda.edu/governance-committees/etac/index.html</a></li> <li>Business Process Alignment Task Force <a href="https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&amp;feedId=14505859">https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&amp;feedId=14505859</a></li> </ul>	<i>I</i> – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All
8. Other information and updates	<i>I</i> – Share information for council members to disseminate to constituents.	All

*I – Information, D – Discussion, A - Action*



FOOTHILL-DE ANZA  
Community College District  
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL  
Meeting Summary  
March 15, 2019

Present: Anthony Cervantes, Susan Cheu, Karen Chow, Isaac Escoto, Monica Garcia, Isaac Escoto, Carolyn Holcroft, Kristy Lisle, Lorna Maynard, Joe Moreau, Dorene Novotny, William Riley, Tim Shively, David Ulate, Bret Watson, Chris White

1. **Welcome and introductions**

Vice Chancellor Moreau welcomed council members.

2. **Approval of January 11, 2019, Meeting Summary**

The February 22, 2019, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Proposed revised board policy (BP) (second reading)**

BP 5020 Nonresident Tuition (Revised)

Revised board policy 5020 regarding nonresident tuition was approved by consensus.

4. **Proposed new board policy (BP) and administrative procedure (AP) (first reading)**

BP 3810 Claims Against the District (New)

AP 3810 Claims Against the District (New)

Susan reported that the proposed new policy and administrative procedure were developed in consultation with Director of Purchasing, Contracts & Risk Management Maria Contreras-Tanori and based on the Community College League of California's (CCLC) Policy and Procedure templates and examples from other districts.

In response to Tim's question, Joe explained that the CCLC Policy and Procedure Service provides templates for board policies and administrative procedures that are required by law, legally advised to protect the district, or suggested as good practice. He noted that the proposed claims against the district policy is legally required. Joe asked council members to share the proposed new policy and procedure with constituents and to report any feedback at the next meeting.

**5. Call for 9/19/19 District Opening Day workshop proposals**

Joe asked council members to share the request for District Opening Day workshop proposals, which are due to the Chancellor's Office by the end of May, with constituents.

**8. Enrollment management**

The committee discussed the decline in enrollment related to implementation of AB 705 at Foothill College. Kristy indicated that enrollment in math courses seems to have stabilized, but unduplicated headcount in English is currently down 186. David reported that the decrease in headcount is less than the decrease in full-time equivalent students, which means that students are taking more credits.

**9. District governance committee/constituent group reports**

District Budget Advisory Committee [http://www.fhda.edu/\\_about-us/\\_participatorygovernance/C-budget-advisory-committee.html](http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html)

Susan shared information presented at the March 19, 2019, District Budget Advisory Committee meeting regarding the possibility of a five percent deficit factor for the current year budget and changes to Student Centered Funding Formula (SCFF). She explained that property tax estimates and enrollment fees have come in much lower than estimated. In addition, simulations show that the new funding formula, as currently calculated, will cost the state much more than anticipated.

Although she believes that the deficit factor will probably end up lower than the five percent figure currently under discussion, Susan cautioned that a five percent deficit factor would decrease district general fund revenue by approximately \$7.5 million, erasing any benefit the district would receive under the Student Centered Funding Formula hold harmless provision.

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>

Dorene reported that Director of Equity, Employment & Professional Development Laura Savage will be working with the District Diversity and Equity Advisory Committee to complete the revision of hiring procedures and other policies and procedures started prior to Pat Hyland's retirement. She noted that Laura has refreshed the district's Equal Employment Opportunity (EEO) training, which must be completed every two years by any employee who wants to serve on a hiring committee. In addition, Dorene reported that Laura is working with Educational Technology Services to create a professional development tab in myPortal.

Chris asked that the calendar of EEO training opportunities be sent to employees again with a reminder of retraining requirement.

Educational Technology Advisory Committee <http://ets.fhda.edu/governance-committees/etac/index.html>

Joe reported that the Educational Technology Advisory Committee has been working on updates to classroom technology standards as well as annual updates to the Technology Plan goals and objectives, which will be presented to Chancellor's Advisory Council in June for approval.

Business Process Alignment Task Force [https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in\\_group&feedId=14505859](https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&feedId=14505859).

Joe shared plans to send a survey to task force members next week to help develop a prioritized list of recommendations.

**9. Other Information and Updates**

Officer Riley reminded everyone that Police Chief Daniel Acosta is organizing an advisory committee and would like as many people as possible to participate.

The council discussed logistic and budget challenges that would be involved in implementing proposed legislation that would allow students who are homeless to sleep overnight in community college parking lots.

The meeting adjourned at 4:10 p.m.



FOOTHILL-DE ANZA  
Community College District

Book	Board Policy
Section	Chapter 3 - General Institution
Title	Claims Against the District
Code	BP 3810
Status	New
Legal	Education Code Section 72502 Government Code Section 900 et seq. Government Code Section 910 et seq. Government Code Section 935
Origin	CCLC legally required. The district has not yet adopted this policy.

## **1. CLAIMS**

**Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.**

**1.1 Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.**

**1.2. Claims that are subject to the requirements of this policy include, but are not limited to, the following:**

**1.2.1 Claims by public entities: claims by the state or by a state department or agency or by another public entity.**

**1.2.2. Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.**

## **2. CONTACTS**

**The designated District offices for service of claims, lawsuits, subpoenas, and/or other types of legal process upon the District are:**

### **2.1 Claims against the district**

**Purchasing, Contracts & Risk Management Department**

**Attn: Risk Management Unit**

**Foothill-De Anza Community College District**

**12345 El Monte Road**

**Los Altos Hills, CA 94022**

### **2.2 Legal process (subpoenas, summons) and lawsuits**

**Office of the Vice Chancellor of Business Services**  
**Foothill-De Anza Community College District**  
**12345 El Monte Road**  
**Los Altos Hills, CA 94022**

**See Administrative Procedure 3810 Claims Against the District**

Last Modified by Paula J Norsell on February 4, 2019



**FOOTHILL-DE ANZA  
Community College District**

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Claims Against the District
Code	AP 3810
Status	New
Legal	Education Code Section 72502 Government Code Section 900 et seq. Government Code Section 905 Government Code Section 910 et seq. Government Code Section 911.2 Government Code Section 911.3 Government Code Section 911.4 Government Code Section 911.6 Government Code Section 911.8 Government Code Section 912.2 Government Code Section 912.4 Government Code Section 912.6 Government Code Section 912.8 Government Code Section 915.4 Government Code Section 935 Government Code Section 946
Origin	CCLC template - Recommended as good practice. The district has not yet adopted this procedure or the associated legally required policy.

**A Liability Claim is a claim for damages filed by a third party (student or visitor) for bodily injury or property damages to the claimant resulting from the premises or operations of the Foothill–De Anza Community College District and its Colleges (“District”). See Government Code Section 905 for excluded claims under this procedure.**

**To the extent not inconsistent with the applicable Government Codes and board policy 3810, claims against the District for money or damages must be filed in accordance with the following procedures:**

**1. CLAIMANT PROCEDURE**

**Claims shall be presented and acted upon by the District as a prerequisite to a suit thereon.**

**1.1 Claims shall be presented based on the following time limitations:**

1.1.1 Not later than six months after incident for claims relating to injury to a person, death or damage to personal property as per Government Code section 911.2.

1.1.2. Not later than one year after incident for claims relating to any other cause of action.

1.1.3 Late claims, Pursuant to Gov Code 911.4, any late claims to the above time limitations must be accompanied by a request to file a late claim (application) with reason for delay in presenting claim and must be filed not later than one year after the cause of action.

- If the claim under the time limitation in Section 1.1.1 above is filed later than six months after the date of the incident and is not accompanied by a late application, the Vice Chancellor of Business Services, may within 45 days give written notice that the claim was not filed timely and that it is being returned without further action as per Government Code section 911.3.
- Approval or denial of late application is subject to the Board's discretion (while in closed session) as per Government Codes sections 911.6, 912.2, and notification as per 915.4.
- In the event the Board denies the late application, the District shall issue a written notice in the form set forth in Government Code section 911.8.

1.2. If a claim is not submitted on the designated form, it will be returned to the claimant, and any claim returned may be resubmitted using the proper form.

1.3 The Claim Information Form may be obtained by contacting the District's Risk Management Unit at (650) 949-6193.

1.4 The Claim Information Form shall include the following information:

- name, mailing address, contact information (phone and email),
- details of incident (date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted),
- general description of the alleged indebtedness, obligation, injury, damage or loss incurred, the name(s) of the employee(s) causing the alleged injury, damage or loss.

1.5 The completed Claim Information Form shall be submitted along with substantiating documentation to:

Foothill–De Anza Community College District  
Attention: Risk Management Office  
12345 El Monte Road  
Los Altos Hills, CA 94022

or by email: [risk@fhda.edu](mailto:risk@fhda.edu)

1.6 Claims against the District are investigated by the District's legal and risk management advisors and shall be reviewed in consultation with Vice Chancellor of Business Services in accordance with authority levels specified in BP 3810.

1.7 The Board shall act in accordance with Government Code sections 912.4, 912.6, 912.8, and 946.

See Board Policy 3810 Claims Against the District





**FOOTHILL-DE ANZA  
Community College District**

Book	Board Policy
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Graduation Requirements for Degrees and Certificates (formerly BP 6020 Certificate Programs and 6120 Graduation Requirements)
Code	BP 4100 (formerly BP 6020 and 6120)
Status	Up For Revision
Legal	Education Code, Section 70902(b)(3) Education Code, Sections 78041 et seq. Title 5, Section 55009 Title 5, Section 55060 Title 5, Section 55061 Title 5, Section 55062 Title 5, Section 55063 Title 5, Section 55070 Title 5, Section 55072
Adopted	June 3, 1963
Last Revised	March 2, 1998
Origin	Legally required (formerly BP 6020 Certificate Programs and 6120 Graduation Requirements) - CCLC update fall 2018 to reflect an amendment to Title 5 Section 55070 regarding the number of units required for a certificate of achievement. Draft replaces outdated policy language with CCLC recommended text. APM approved 4/17/19
Office	College Presidents/APM
Upload	February 18, 2015

~~BP 6020 Certificate Programs~~

~~To accommodate those students who have a strong need for a program leading to greater occupational competence but who for various reasons do not enroll in a regular degree program, the administration may organize a certificate program of fewer than the number of units required for an A.A. or A.S. degree.~~

~~Standards of instruction in a certificate program will be comparable to those in other programs in the Colleges of the District.~~

~~Approved 6/3/63  
Amended 11/17/71, 3/2/98~~

~~BP 6120 Graduation Requirements~~

~~State requirements must be completed by all students obtaining an A.A. or A.S. degree. In addition to these minimum requirements, De Anza and Foothill students may qualify for an A.A. or A.S. degree by one of the two following patterns:~~

~~A. Complete approved general education requirements in the areas of fine arts, science, social science, language arts, physical education, orientation, mathematics and multicultural studies and an approved curriculum in a career program. Courses designated to meet these degree requirement will have prior Board approval.~~

~~B. Complete the general education and other requirements to obtain junior year standing in the college or university to which the student plans to transfer.~~

~~Students may be awarded a certificate upon successful completion of courses of study or curriculum for which the college offers a certificate. Courses designated to meet these certificate requirements will have prior Board approval.~~

~~Each college shall establish procedures to determine degree and certificate requirements and to assure that graduation requirements are published in the college catalogs and included in other resources that are convenient for students.~~

Approved 6/3/63

Amended 6/20/73, 3/2/98, 2/1/10

**The colleges of the Foothill-De Anza Community College District grant the degrees of Associate in Arts and Associate in Science and Foothill College grants the Bachelor of Science degree in Dental Hygiene to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted. Students must also complete the general education, residency, and competency requirements set forth in Title 5 regulations.**

**Students may be awarded a Certificate of Achievement upon successful completion of at least the minimum legally required number of quarter units of degree-applicable coursework designed as a pattern of learning experiences to develop certain capabilities that may be oriented to career or general education.**

**The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.**

See Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates

See college catalogs for specific degree and program requirements



**FOOTHILL-DE ANZA  
Community College District**

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Graduation Requirements for Degrees and Certificates
Code	AP 4100
Status	New
Legal	Title 5, Sections 55060 et seq.
Origin	CCLC legally required - APM approved 4/17/19

**(CCLC NOTE:** This procedure is **legally required**. Local practice may be inserted. Procedures must address at least the following:)

**ASSOCIATE DEGREES**

**For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 90 quarter units of college work with a minimum of a 2.0 grade point average.**

**A definition of “college work” that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.**

**The work must include at least 27 quarter units in general education and at least 27 quarter units in a major listed in the Community Colleges “Taxonomy of Programs.”**

**The work must include at least 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.**

**The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.**

**Students may seek to have noncredit courses counted toward the satisfaction of requirements for an associate degree in accord with Title 5, Section 55050, Credit by Examination.**

**Ethnic studies must be offered by the colleges pursuant to Title 5, Section 55063(b)(2).**

**District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor’s Office.**

**CERTIFICATE PROGRAMS**

**For a certificate of achievement, a student must successfully complete a course of study or curriculum that meets or exceeds the legally required minimum number of units of degree-applicable credit coursework. The certificate of**

achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Foothill-De Anza Community College District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

See Board Policy 4100 Graduation Requirements for Degrees and Certificates

See college catalogs for specific degree and program requirements

Last Modified by Paula J Norsell on April 18, 2019



**FOOTHILL-DE ANZA  
Community College District**

Book	Board Policy
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Grading
Code	BP 4230
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 55002 California Code of Regulations, Title 5, Sections 55020 et seq. California Code of Regulations, Title 5, Sections 55030 et seq. California Code of Regulations, Title 5, Sections 55040 et seq. California Code of Regulations, Title 5, Section 55050 California Code of Regulations, Title 5, Section 55253 California Code of Regulations, Title 5, Section 56029 California Code of Regulations, Title 5, Section 58161 Education Code Section 70901 Education Code Section 70902 Education Code Section 76224 Education Code Section 76232
Adopted	January 19, 1981
Last Revised	April 7, 2014
Last Reviewed	February 9, 2016
Origin	formerly BP 6125 - CCLC Legally required - Revision to include FW grade for unofficial withdrawal - APM approved 4/17/19
Office	College Presidents
Upload	February 18, 2015

The grading practices of the colleges in the Foothill–De Anza Community College District shall conform to the uniform grading practices set forth in Title 5 (Section 55021). These practices shall include pass-no pass options (Section 55022), provisions for credit by examination (Section 55050), ~~and~~ plus/minus grading (Section 55023), **and the FW grade for unofficial withdrawal.**

Grading records shall be maintained by use of the academic record symbols and grade point average system prescribed in Title 5, Section 55023, and procedures for grade changes shall conform to Section 55025. Course repetition regulations shall be consistent with the regulations set forth in Title 5, Sections 55040-55044, 55253, 56029, and 58161. Academic regulations shall conform to Title 5, Sections 55020 et seq., 55030 et seq., and 55040 et seq.

Standards for probation, procedures for appeal of probationary status, and standards for removal from probation shall be consistent with Title 5, Sections 55031 and 55032. Standards for dismissal shall conform to Title 5, Section 55033, and notification of probation and dismissal shall be carried out as prescribed in Section 55034.

These grading practices shall apply to all graded courses which meet the course standards set forth in Title 5, Section 55002.

Each college shall publish in every edition of the college catalog detailed explanations, procedures, and regulations for the implementation of this policy. Challenges to an assigned course grade must occur within two years as stated in the college catalog.

See Administrative Procedure 4230 Grading and Academic Record Symbols

Approved 1/19/81  
Amended 3/2/98, 4/19/04, 4/5/10  
Amended and renumbered 4/7/14 (formerly BP 6125)

Last Modified by Paula J Norsell on April 18, 2019



FOOTHILL-DE ANZA  
Community College District

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Grading and Academic Record Symbols
Code	AP 4230
Status	New
Legal	California Code of Regulations, Title 5, Section 55023 California Code of Regulations, Title 5, Section 55024
Origin	CCLC Legally required - APM approved 4/17/19

**(CCLC NOTE:** This procedure is **legally required**. Local practice may be inserted, but must comply with Title 5.)

**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:**

**Evaluative Symbols:**

**A+ Excellent (Grade Point = 4.0)**

**A Excellent (Grade Point = 4.0)**

**A- Excellent (Grade Point = 3.7)**

**B+ Good (Grade Point = 3.3)**

**B Good (Grade Point = 3)**

**B- Good (Grade Point = 2.7)**

**C+ Satisfactory (Grade Point = 2.3)**

**C Satisfactory (Grade Point = 2)**

**D+ Less than satisfactory (Grade Point = 1.3)**

**D Less than satisfactory (Grade Point = 1)**

**D- Less than satisfactory (Grade Point = .7)**

**F – Failing (Grade Point = 0)**

**FW – Unofficial withdrawal (Grade Point = 0) (the “FW” grade symbol is used to indicate that a student has both ceased participating in a course some time 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.**

**P – Passing (At least satisfactory – units awarded not counted in GPA)**

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

**SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)**

**CCLC NOTE:** Districts that have adopted “plus-minus” grades would insert those grades. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

**CCLC NOTE:** Districts that have adopted the "FW" grade symbol (unofficial withdrawal) would insert that symbol under the list of evaluative symbols. The "FW" symbol may not be used if a student has qualified for and been granted a military withdrawal. If "FW" is used, its grade point value is 0.

**Non-Evaluative Symbols:**

**I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The 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. The "I" symbol shall not be used in calculating units attempted nor for grade points.**

**IP – In Progress: The "IP" symbol shall be used only in courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.**

**RD – Report Delayed: The "RD" symbol may be assigned by the registrar 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 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: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.**

**MW – Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5, Section 55024.**

**EW – Excused Withdrawal: The "EW" symbol may be used to denote withdrawal in accordance with Title 5, Section 55024.**

[See Board Policy 4230 Grading](#)

[See Board Policy 5075 Credit Course Drops and Withdrawals](#)

[See Administrative Procedure 5075 Credit Course Adds, Drops, and Withdrawals](#)