

ACADEMIC PERFORMANCE POLICIES

Grading

Accomplishment in course work is indicated by the following symbols:

Symbol	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than Satisfactory	1
F	Failing (earned)	0
FW	Failing, due to lack of participation and failure to withdraw	0
EW	Extenuating withdrawal (without penalty)	
I	Incomplete	
MW	Military Withdrawal (without penalty)	
NP	No Pass (less than satisfactory or failing; units not counted in GPA)	
P	Pass (at least satisfactory, the equivalent of a "C"; units awarded not counted in GPA)	
RD ¹	Report Delayed	
W	Withdrawal	

¹ RD - The RD symbol is 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.

Grade Changes

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. The correction of a grade given shall only be allowed for a request initiated within one year following the end of the term in which it was assigned.

Incomplete

Students are not to re-enroll for a course in which a grade of "I" has been recorded. 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 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 the Admissions and Records Office 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" 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.

Transcripts of Record

A transcript of all college work completed may be obtained online at www.cerritos.edu/Admissions-and-Records/Transcripts/ (<http://www.cerritos.edu/Admissions-and-Records/Transcripts/>). The first 2 transcripts (whether official or unofficial) are free. For subsequent copies, a fee of is charged for each regular transcript; an additional fee is charged for each rush transcript requested at least 2 hours before closing.

Verification of Student Status Fees

The following are the fees for verification of enrollment:

- \$2 per verification of status.
- \$10 additional rush fee per verification to be completed within the same business day.

Exemptions for these fees are for verification of enrollment and grade point average for the California Student Aid Commission for financial aid purposes.

Good Standing

Students are considered to be in good academic standing if s/he maintains a cumulative grade point average of 2.0 or higher for all course work completed, and if the percentage of all units attempted for which entries of "W", "I", and "NP" are recorded does not reach or exceed 50 percent.