

**West Hills College  
Lemoore  
Catalog Addendum  
2008-2010**

Page 12 of the 2008-2010 course catalog a revision is needed. Grading Standards should read as follows:

## Grading Standards

Pursuant to Section 51306 of Title 5, the grading practices of West Hills College Lemoore shall be as follows:

Grade Symbol	Definition	Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

P-Pass: At least satisfactory-units awarded; not counted in grade point average

NP-No Pass: Less than satisfactory or failing-units not counted in grade point averages

I-Incomplete: Shall not be used in calculating units attempted nor for grade point averages

IP-In Progress: A student may receive an IP grade when the class extends beyond the normal end of the semester. An appropriate evaluation grade shall be assigned when all course work has been completed within the following college semester

RD-Report Delayed: Shall be assigned only by the registrar and will not be used in calculating grade point averages

W-Withdrawal: Shall not be used in calculating grade point averages

MW-Military Withdrawal: Must provide copy of military orders with request for military withdrawal

### P (Pass)/NP (No Pass) Grade

1. A P (pass) indicates a grade of C or better.
2. The P grade will not be included in computing the student's GPA.
3. The student will decide no later than the end of the fourth week of instruction whether he/she wishes to take the course on a P/NP basis or on the conventional grading system basis-a letter grade of ABCDF.
4. For credit toward his/her AA or AS degree, a student will not be permitted to take more than fifteen (15) units on the P/NP basis or twelve (12) units if majoring in the CIS/Business program.

### In Progress (IP) Grades

Instructors assigning an In Progress (IP) grade will be required to submit a present status grade at the end of the first term, which is sent to the student through the address in the college database. The student must then enroll in the course and complete all course work during the following semester. Should the student not re-enroll and complete the course work within the following semester, the present status grade will be entered on the student's transcript.

### Incomplete Grade (I)

Incomplete academic work for unforeseeable emergency and justifiable reasons discussed with the instructor at the end of the term may result in an incomplete (I) grade

being entered in the student's record. The condition for removal of the I grade shall be stated by the instructor in written form on the Notice of Incomplete Grade. The record shall contain the assignments required for the removal of the I status and the grade assigned in lieu of its removal. Grades of incomplete will not be issued unless the student has completed at least 75% of the coursework required. This record must be given or mailed to the student and a copy on file with the Admissions and Records Office. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor, or when the time limit for completing the work has passed. Students are not allowed to re-enroll in the class the in which I grade was issued. The I grade must be made up no later than one year following the end of the term in which it was assigned. A student may petition in writing to the Curriculum Academic Review Committee for a time extension (one semester only) due to unusual circumstances.

### **Withdrawal Grade (W)**

A student may withdraw from a class or classes prior to the end of the thirteenth week or prior to attending 70% of the class sessions of a short term course and receive a grade of withdrawal (W). If a student remains enrolled in a class through the beginning of the fourteenth week, then a grade other than a W must be assigned.

### **Military Withdrawal (MW)**

Military withdrawal 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 withdrawal symbol may be assigned at any time after the period established by the Governing Board of West Hills Community College District during which no notation is made for withdrawals. The withdrawal symbol so assigned will be MW. Military withdrawals shall not be counted in progress probation and dismissal calculations. In all cases, verification of orders compelling a student to withdraw from courses must be filed in the Office of Admissions and Records before the MW symbol will be assigned.

### **Medical Withdrawal**

Medical withdrawal may be appropriate in case of serious medical issues. Please see a counselor for medical withdrawal information.