

## **Grade Reporting**

(Senate: 8/12/80; President: 8/19/80; Editorial Amendment: 8/01, 1/21/15)

Instructors are expected to submit grades online as soon as possible after each final examination, and no later than the deadline announced by the Registrar. If the instructor of record cannot or does not assign a grade, the department/division chair or school director is required to assign that responsibility to a qualified faculty member (or members).

## **"Incomplete" Grades**

(Senate: 7/8/80, 8/9/83, 3/9/88 [EA], 2/21/06, 10/19/10; President: 7/21/80, 9/9/83, 6/22/88, 10/18/06, 11/18/10; Editorial Amendment: 9/00, 9/03, 1/15)

An Incomplete grade is an interim grade designed for students who are passing but who through extenuating circumstances have not been able to complete a portion of the work required for the course. An Incomplete grade shall be assigned at the discretion of the faculty member only when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of the term, e.g., thesis or project type courses. In such cases, the use of the "RP" symbol is required.

A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I"; e.g., A-F, IC.

It is the responsibility of the student to request a grade of Incomplete from the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete.

The conditions for removal of the Incomplete including due date shall be specified in writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed. This "Incomplete Grade Agreement" must specify the outstanding course requirements and the final grade to be given based on the evaluation of the outstanding work. This time limitation applies whether or not the student maintains continuous attendance.

An Incomplete grade may be removed by completing the outstanding work by the date specified on the Incomplete Grade Agreement which shall be within one calendar year after the end of the term in which the Incomplete grade was assigned. An Incomplete that is made up within the time period allowed will be replaced on the student's permanent academic record by the letter grade earned followed by an indication that the original grade was an Incomplete and the date that the Incomplete was removed.

Where department policy requires assignment of final grades on the basis of multiple demonstrations of competency by the student, it may be appropriate for a faculty member to submit a letter grade to be assigned in the event the Incomplete is not made up within one year. If the Incomplete is not converted to a credit-bearing grade within the prescribed time limit, or

any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned another grade in accordance with campus policy. An Incomplete that is not removed within the time period allowed will appear on the student's permanent academic record as an "Incomplete Charged" and will be counted as an F in grade point average calculations, unless the student was enrolled on a credit/no credit basis, in which case the default grade will be a grade of No Credit (NC). An Incomplete that is not removed before the degree is awarded will be charged as an F in the grade point average calculations. Upon expiration of an Incomplete grade, the student's permanent academic record will be modified to reflect the number of units attempted and zero units earned.

An Incomplete shall be converted to the appropriate grade or symbol within one year following the end of the term during which it was assigned. However an extension of the one-year time limit may be granted by petition for contingencies such as intervening military service or serious health or personal problems. Any petition for extension of time to remove an Incomplete must be filed within one calendar year immediately after the end of the term in which it was assigned. A petition must include documentation establishing the reasons the course could not be completed prior to the expiration of the initial one year period. Petitions must be signed by the course instructor with an indication whether the instructor recommends the petition be approved or denied. The final decision regarding extension of Incomplete grades rests with the Deans of Graduate or Undergraduate Studies, as appropriate.

## **"RP" Grades**

(Senate: 5/10/88, 10/19/10; President: 7/25/88, 11/18/10; Editorial Amendment: 9/00, 9/03, 1/21/15)

The "RP" symbol shall be used in connection with thesis, project, dissertation, and similar approved courses where assigned work frequently extends beyond a single academic term and may include enrollment in more than one term. The "RP" indicates that student performance has been evaluated and found to be satisfactory but that further work must be completed before a final grade (or grades) can be properly assigned for any part of the course. Enrollment for more units of credit than the total number of units which can be applied to the fulfillment of the student's educational objective is prohibited. The "RP" symbol shall be replaced with the appropriate final grade within one year of its assignment except for courses associated with the Master's thesis (5970, 5980, 5990, 9000) OR PROJECT (5995) in which case the time limit shall be five years and for Doctoral dissertation (6980, 6990) in which case the time limit shall be five years. In the event that an "RP" has not been replaced by a final grade within the prescribed time limit for the course the grade shall be changed to a "NC." Extensions of time to remove "RP" grades may be granted by the Curriculum Subcommittee or appropriate College Graduate Dean for contingencies such as, but not limited to, military service and health problems of an incapacitating nature verified by a physician's statement.

## **Change of Grade**

All grades submitted to the Records Office are final except in the case of a clerical error. An instructor may not change a grade at the request of a student for special consideration unless the

grade submitted was erroneously reported. This regulation exists for the protection of the instructor and is not intended to violate the instructor's prerogative of assigning the original grade.

## **Credit/No-Credit Grading and A through C-/NC Grading**

(Senate: 4/26/73, 1/27/87, 10/24/95; President: 5/4/73, 8/4/87, 12/1/95; Editorial Amendment: 9/00, 8/01, 1/21/15)

### **Definitions.**

1. A credit grade, denoted CR, indicates units completed and creditable toward a degree or credential but is not integrated into grade point computations.
2. A no-credit grade, denoted NC, is not considered in computing grade point averages and gives no credit toward a degree.

### **Policy for All Students.**

1. Only theses, projects, directed study, field work, student teaching courses challenged by examination, extension courses, activities and performance courses, and similar courses at the discretion of the department/division/school and with the approval of the appropriate college and university committee, may be designated as graded solely on a CR/NC basis.
2. The student shall declare at registration or at the time of adding any course(s) to be graded CR/NC or A through C-/NC<sub>1</sub> (undergraduates only), other than those so graded categorically.
3. Faculty members are not informed of the student's selection of non-standard grading. Grades are reported as A through F and a computer operation is used to make any transformation required by the student's selection.

### **Policy for Undergraduate Students.**

1. A CR grade indicates work C- or higher quality (2.00 1.70 or higher) and an NC grade corresponds to a grade of less than C- (grade point of less than 2.00 1.70).
2. CR/NC grading may be selected by the student for any elective course, but an elective General Education course may not then be used for any other purpose within the degree program. Specifically excepted from student selection for CR/NC grading are required courses in General Education and in a student's major, minor or credential program.
3. Declaration for CR/NC may not apply to more than 6 semester units in any single semester.
4. A maximum of 30 semester units on the total degree program may be graded CR/NC.

- 117 5. Only those courses designated by the department with the approval of the  
118 college Curriculum Review Committee shall be graded solely on an A through C/  
119 NC basis.
- 120 6. A through C-/NC grading may be selected by the student for any General  
121 Education or elective course. Specifically excepted from student selection for A  
122 through C-/NC grading are courses within a student's major program.
- 123 7. A maximum of 30 semester units on the total degree program may be graded A  
124 through C-/NC.

125 **Policy for Graduate Students.**

- 126 1. A CR grade indicates work of B or higher (grade point 3.00 or higher) quality in  
127 courses (including 4000-level) taken as a post-baccalaureate or graduate student.
- 128 2. Graduate students may be graded on a CR/NC basis in 5950 (FIELD WORK), 5970  
129 (Graduate Research), 5980 (Graduate Directed Study), 5990 (Thesis/Project), 5995  
130 (PROJECT), and field work 6990 (DISSERTATION) and similar courses as individually  
131 approved by the appropriate college and university committee.
- 132 3. With the exceptions listed in section 2 above, graduate students may elect CR/NC  
133 grading in courses only if these courses do not appear on the student's master's  
134 degree program, are not used to satisfy probationary requirements, and are not  
135 required courses prerequisite for entering a graduate program. This selection must  
136 have the approval of the adviser, department/division/school, and college graduate  
137 dean.

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3. Declaration for CR/NC may not apply to more than 6 semester units in any single semester.
4. A maximum of 30 semester units on the total degree program may be graded CR/NC.

5. Only those courses designated by the department with the approval of the college Curriculum Review Committee shall be graded solely on an A through C-/NC basis.
6. A through C-/NC grading may be selected by the student for any General Education or elective course. Specifically excepted from student selection for A through C-/NC grading are courses within a student's major program.
7. A maximum of 30 semester units on the total degree program may be graded A through C-/NC.

**Policy for Graduate Students.**

1. A CR grade indicates work of B or higher (grade point 3.00 or higher) quality in courses (including 4000-level) taken as a post-baccalaureate or graduate student.
2. Graduate students may be graded on a CR/NC basis in 5950 (FIELD WORK), 5970 (Graduate Research), 5980 (Graduate Directed Study), 5990 (Thesis), 5995 (Project), and 6990 (Dissertation) and similar courses as individually approved by the appropriate college and university committee.
3. With the exceptions listed in section 2 above, graduate students may elect CR/NC grading in courses only if these courses do not appear on the student's master's degree program, are not used to satisfy probationary requirements, and are not required courses prerequisite for entering a graduate program. This selection must have the approval of the adviser, department/division/school, and college graduate dean.