

POLICY ON GRADES

FAM 840.4

As part of their teaching responsibilities, faculty members must evaluate the academic performance of their students. All courses, except those designated otherwise, follow an ABCDF grading system. Evaluations in a particular class must be in accord with the grading system designated for that class. The award and change of grades is the sole prerogative of the faculty member.

In order to comply with federal Financial Aid guidelines and Executive Order 268 from the CSU Chancellor's Office, the Registrar's Office will distribute class rosters to faculty members during the sixth week of the quarter. At that point, students who clearly no longer intend to complete the course shall be identified on the roster. Possible indicators that faculty may use to make this determination are: more than one week of non-attendance without notification to the instructor, failure to complete a significant portion of the coursework required to date, and/or non-participation in a significant number of class activities.

The Registrar will assign the grade of "U" to students identified as *inactive* on the sixth week rosters. After the sixth week of the term, instructors will not be allowed to assign a grade of "U". Students not attending during the last three weeks of the quarter, students missing the final exam, and/or students who fail to turn in subsequent assignments will be given either a regular grade of A, B, C, D, or F (as appropriate) or, if the requirements are met, a grade of "I" (incomplete). (Please see the description of grades listed below.)

Prior to the final examination period, the Registrar's Office will distribute grade report forms to faculty members. These forms should be returned to the Registrar no later than the deadline set by the Office of Academic Programs.

At the beginning of each course, normally on the syllabus, faculty members should indicate clearly the procedures by which students will be evaluated and grades will be assigned. These procedures should be followed in a fair and equitable manner. The grade assigned by the instructor of record is to be considered final. That grade may be changed only for a compelling reason, such as instructor or clerical error, or demonstrated prejudice or capriciousness. (See the information on Grade/Academic Grievance Procedures provided below.) To change a grade, the faculty member must complete an official Change of Grade Report and submit it for review,

action and filing to the appropriate department chair/school director or program coordinator and to the college dean or designee.

Description of Grades

The grade symbols used at the university are as follows:

Grade symbol	Performance level	Grade points per quarter hour
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Passing	1.0
D-		.7
F	Failing	.0
CR	Credit	
NC	No Credit	

Grade point averages are computed by dividing the number of grade points earned by the number of units attempted. Only units and grade points earned by a student while enrolled at this university are used to compute the resident grade point average. Grades from courses numbered 1-99 are not computed in this average.

The following administrative grades carry no grade points and are, therefore, not used to determine a student's grade point average. However, it should be pointed out that the Incomplete will be counted as an F if not removed within one calendar year from the date it was assigned.

CBE	Credit by Examination	I	Incomplete (Authorized)
RD	Report Delayed		
SP	Satisfactory Progress		
W	Withdrawal		
U	Unauthorized withdrawal		

The administrative grade of U carries no grade points but is included in determining units attempted. Thus, it is equivalent to an F.

Expanded Grade Symbol Definitions

A (Excellent): Meeting course requirements with a superior level of performance. A is recognized to be an honors evaluation.

B (Good): Meeting course requirements with a high level of performance.

C (Satisfactory): Meeting course requirements with an acceptable performance.

D (Passing): Meeting course requirements with minimally adequate performance.

F (Failing): Inadequate performance or not meeting course requirements. CR (Credit): A satisfactory or better level of performance, equivalent to the grade of "C" (2.0) or better, has been demonstrated in meeting course objective. For graduate courses, equivalent to grade of "B" (3.0) or better.

NC (No Credit): Performance at an unsatisfactory or failing level, equivalent to a grade of "C-" (1.7) or less. For graduate courses, equivalent to a grade of less than "B" (3.0). Does not award credit for the course or affect grade point average.

CBE (Credit by Exam): This symbol indicates that a student has successfully passed a course through an examination. It is not included in the calculation of grade point averages.

I (Incomplete): The grade of Incomplete should be reserved for students who have completed the majority of the required course work and who can present adequate justification for needing additional time to complete the remainder. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated.

An Incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being counted as equivalent to an F (or an NC if applicable) for grade point average computation. Note: In some instances the instructor may have indicated on the Incomplete Form a grade to be assigned in the eventuality that the remaining course work is not completed.

Students may not receive an "I" grade in any applicable degree course for the term in which their graduation check is filed. Students will be required to refile their grad check for the term in which the outstanding requirements are fulfilled.

RD (Report Delayed): The RD symbol is used in those cases where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol is assigned by the Office of Records, Registration and Evaluations and is replaced by a more appropriate grading symbol as soon as possible. An RD is not included in the calculation of grade point averages.

SP (Satisfactory Progress): The SP symbol is used in connection with courses which extend beyond one academic term. The symbol indicates that work in progress has been evaluated as satisfactory to date but that the assignment of a precise grade must await the completion of additional course work. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. All undergraduate work is to be completed within the time specified but not to exceed one calendar year of the term of first enrollment, and a final grade will be assigned to all segments of the course on the basis of overall quality. Extension of any time period requires prior authorization by the Dean of Undergraduate Studies. The time limitation for graduate degree theses may be up to two years but may not exceed the overall time limit for completion of all master's degree requirements.

Students may not receive an "SP" grade in any applicable degree course for the term in which their graduation check is filed. Students will be required to re-file their grad check for the term in which the outstanding requirements are fulfilled.

W (Withdrawal): This symbol indicates that the student officially dropped the course. It carries no connotation of quality of performance and is not used in calculating grade point average.

U (Unauthorized Withdrawal): Students who clearly no longer intend to complete the course shall be identified during the sixth week of the quarter. Possible indicators that faculty may use to make this determination are: more than one week of non-attendance without notification to the instructor, failure to complete a significant portion of the

coursework required to date, and/or non-participation in a significant number of class activities. The Registrar will assign the grade of "U" to students identified as inactive on the sixth week rosters. After the sixth week of the term, instructors will not be allowed to assign a grade of "U". For purposes of grade point average, this symbol is equivalent to an F.

Grade/Academic Grievance Procedures

Students and faculty may obtain information concerning grade grievances and other academic grievances from the Office of the Associate Dean of Undergraduate Studies. Generally, a grade grievance must be initiated by the student within no more than 40 calendar days after the grade is recorded. The complete policy statement is available at the Office of the Dean of Undergraduate Studies, Office of the Associate Dean of Undergraduate Studies or the Offices of the College Deans.

Information concerning nonacademic matters may be obtained from the Office of the Vice President for Student Affairs, the Women's Resource Center, the Adult Re-Entry Center, the Cross-Cultural Center, Vice Presidents' offices, and College Deans' offices. A grievance or complaint must be filed within no more than 40 calendar days after the student learned or reasonably should have learned of the occurrence of the grievance/complaint event.