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3 **05-07**

4 July 8, 2005

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9 **FINAL COURSE GRADES, GRADING PROCEDURES,**
10 **AND FINAL ASSESSMENTS**

11 (This policy statement incorporates and supersedes Policy Statements 73-11,
12 77-23, 78-25, 78-36, 80-02, 80-08, 83-07, 85-16, 95-09 Revised, 96-11, 98-07,
13 99-19, and 02-12. Reference: Executive Orders 268, 320, and 792.)

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15 This policy was revised by the Academic Senate on March 17, 2005
16 and approved by the President on June 10, 2005.

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19 **Part One: Definitions**

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21 The following definitions apply to final course grades assigned in all
22 undergraduate and graduate courses:

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24 "A" - Performance of the student has been at the highest level, showing
25 sustained excellence in meeting all course requirements and exhibiting an
26 unusual degree of intellectual initiative.

27 "B" - Performance of the student has been at a high level, showing consistent
28 and effective achievement in meeting course requirements.

29 "C" - Performance of the student has been at an adequate level, meeting the
30 basic requirements of the course.

31 "D" - Performance of the student has been less than adequate, meeting only the
32 minimum course requirements.

33 "F" - Performance of the student has been such that minimal course
34 requirements have not been met.

35 "CR/NC" - In some courses, the University permits students to select evaluation
36 on a "Credit" or "No Credit" basis. These grades are defined as follows:

37 "CR" is equivalent to an "A," "B," or "C," and "NC" is equivalent to a "D," "F," or
38 "WU" (defined below). In two circumstances a final course grade of "CR" reflects
39 work at the level of "B" or better, and a final course grade of "NC" reflects work at
40 the level of "C," "D," "F," or "WU." Those two circumstances are:

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- 42 1) in certain professional preparation courses, providing that the
43 students are notified of such a policy both in class materials and in
44 the catalog course description; and
 - 45 2) for graduate students in all courses at the 300, 400, 500, and 600
46 levels.
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48 Special regulations and procedures governing the “CR/NC” grading system are
49 described below in Part Two.

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51 The following definitions apply to administrative grading symbols assigned in all
52 undergraduate and graduate courses:

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54 “AU” - “Audit.” Enrollment as an auditor is subject to permission of the instructor,
55 provided that enrollment in a course as an auditor shall be permitted only after
56 students otherwise eligible to enroll on a credit basis have had an opportunity to
57 do so. Auditors are subject to the same fee structure as credit students and
58 regular class attendance is expected. It is the responsibility of the student to
59 request from the instructor what is meant by regular class attendance. The
60 symbol “AU” is posted to the student’s permanent academic record unless the
61 student fails to attend a sufficient number of class meetings. In these cases, the
62 instructor will request that the student be administratively withdrawn from the
63 course. Once enrolled as an auditor, a student may not change to credit status
64 unless such a change is requested prior to the last day to add classes. A student
65 who is enrolled for credit may not change to “Audit” after the last day to add
66 classes.

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68 “I” - “Incomplete”. The symbol “I” indicates that a portion of required course work
69 (normally not more than one-third) has not been completed and evaluated in the
70 prescribed time period due to unforeseen, but fully justified, reasons and that
71 there is still a possibility of earning credit. It is the responsibility of the student to
72 bring pertinent information to the attention of the instructor and to determine from
73 the instructor the remaining course requirements that must be satisfied to remove
74 the “Incomplete.” A final course grade is assigned when that work has been
75 completed and evaluated.

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77 An “I” must normally be made up within one calendar year immediately following
78 the end of the term during which it was assigned. This limitation prevails whether
79 or not the student maintains continuous enrollment. Failure to complete the
80 assigned work will result in an “I” being converted to an “F,” except as noted in
81 item 3) below.

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83 An extension of time may be granted for contingencies such as military service or
84 documented, serious health or personal problems.

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86 The conditions for removal of the “Incomplete” shall be reduced to writing by the
87 instructor on an “Assignment of Incomplete Grade” form. This form shall include
88 a statement of:

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- 90 1. all work completed in the course, the grades assigned for that work,
91 and the percentages of the final course grade accounted for by
92 each item;

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- 94 2. the work not completed and the percentage that each uncompleted
95 assignment will count toward the final course grade; and
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97 3. the final course grade the instructor will assign if the course
98 requirements are not completed within one calendar year, or a
99 shorter period as specified on the form, immediately following the
100 term in which the "I" was assigned, without respect to continuous
101 enrollment of the student during this period.
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103 If clear percentages for assignments cannot be delineated, instructors shall
104 explain any special conditions for determining final course grades for work wholly
105 or partially made up.
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107 A copy of the form is to be given to the student, a copy is to be retained in the
108 department office, and a copy is to be filed with the Office of Enrollment Services
109 at the time final course grades are submitted. Normally, the student should sign
110 the "Assignment of Incomplete Grade" form. If the student is eligible for an
111 "Incomplete", a faculty member may assign an "I" even when the student cannot
112 be present to sign the form. In such a case, the instructor will forward to the
113 student a copy of the form via the department office. When the work agreed
114 upon has been completed and evaluated, a final course grade will be assigned
115 by the instructor. If an "Incomplete" is assigned without an "Assignment of
116 Incomplete Grade" form attached, or with a form that is not filled in acceptably,
117 the symbol of "RD" will be assigned to the student. The "Assignment of
118 Incomplete Grade" form will be considered unacceptable if:
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- 120 1. more than one-third of the work remains to be completed, and no
121 justification has been provided;
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123 2. the work required to complete the course has not been specified;
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125 3. the faculty member failed to sign the form; or
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127 4. the percentage fields have not been filled in and a justification for
128 their absence has not been supplied.
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130 The appropriate associate dean of the college shall determine whether or not the
131 justification is adequate. Notice of the missing form, or a copy of the
132 unacceptable form will be sent to the department chair with the request that the
133 chair work with the faculty member to provide the information necessary to
134 assign the final course grade of "Incomplete."

135 "RD" - "Report Delayed". This symbol is used exclusively by Enrollment Services
136 to permit processing of all final course grades when the final course grades for
137 an entire course section have not been reported by the instructor. The symbol
138 does not imply any academic evaluation. If an instructor fails to report a grade for

139 an individual student, Enrollment Services will assume that an “I” could not be
140 assigned and so will enter a symbol “WU,” discussed below.

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142 “RP” - “Report in Progress”. The “RP” symbol is used in connection with courses
143 requiring multiple enrollment, i.e., that extend beyond one academic term. It
144 indicates that work is in progress but that assignment of a final course grade
145 must await completion of additional work. Re-enrollment is permitted prior to
146 assignment of a final course grade provided the cumulative units attempted do
147 not exceed the total number applicable to the student’s educational objective.
148 Work is to be completed within one (1) calendar year immediately following the
149 end of the term during which it was assigned except for graduate degree theses.
150 If the “RP” symbol is not replaced by a final course grade within the specified
151 time period or prior to the student’s declared graduation date, it will be changed
152 to a “W.” An “RP” symbol cannot be replaced by an “I” (Incomplete) symbol; an
153 “I” is not a final course grade.

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155 “W” - “Withdrawal”. Withdrawal from classes is discussed in a separate policy
156 statement. The symbol “W” is used to signify that a student formally withdrew
157 from the course; no reference or implication of passing or failing progress at the
158 time of withdrawal is made or implied. The symbol “W” is not a grade and does
159 not alter a student’s grade point average.

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161 “WU” - “Unauthorized Withdrawal”. The symbol “WU” indicates that an enrolled
162 student did not complete course requirements but did not withdraw from the
163 course. It is used when, in the opinion of the instructor, completed assignments
164 or course activities or both were insufficient to make normal evaluation of
165 academic performance possible (letter grades “A” - “F” or an “Incomplete”). For
166 purposes of grade point average this symbol is equivalent to an “F.” A student
167 who receives a “WU” may not complete additional work and have the “WU”
168 changed to a letter grade. In courses that are graded “Credit/No Credit” or in
169 cases where the student has elected “Credit/No Credit” evaluation, use of the
170 symbol “WU” is inappropriate and “NC” will be used instead. A student who
171 receives the symbol “WU” in the first semester of enrollment at CSULB will have
172 that symbol automatically changed to a “W”. In such cases the student will be
173 notified that this policy applies for that first semester at CSULB only.

174 175 **Part Two: Course Grading Option**

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177 The faculty determine in advance which courses may be taken for “A” - “F” grade
178 only, “CR/NC” only, or either. When a course is designated for “CR/NC” grading
179 only or for “A” - “F” grading only, mention of this fact shall be incorporated in the
180 catalog course description. Any undergraduate course may be designated for or
181 closed to the option of “CR/NC” grading whether or not the course is a
182 requirement for an undergraduate degree major, minor, certificate, credential, or
183 concentration.

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185 No course in which a final course grade of “CR” has been assigned may be used
186 to fulfill the requirements for a master’s degree, except that the final course grade
187 of “CR” may be permitted for master’s theses or projects (to a maximum of six [6]
188 units) when the individual department has specifically designated “CR/NC”
189 grading for the thesis/project course in the department, and for fieldwork,
190 practicum, and/or internship courses (also to a maximum of six [6] units). The
191 option of “CR/NC” grading for graduate students in undergraduate courses is
192 subject to specific regulations of the individual departments regarding their
193 graduate students and regarding the authorization for this option intrinsic to the
194 approved course. Otherwise, no limitation exists as to the number of courses
195 taken by graduate students under this policy. An undergraduate student may
196 elect “CR/NC” grading in no more than a total of 24 units, of which no more than
197 twelve (12) may be upper division units. No more than eight (8) units per
198 semester may be taken for “CR/NC” grades. Exemptions from these limitations
199 are:

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1. courses graded “CR/NC” taken at another institution,
2. course credit earned by examination, and
3. courses in which “CR/NC” grading is the only form of grading.

205 The decision to elect the “CR/NC” grading option for a course must be made by
206 the last day to add classes. To elect “CR/NC” grading, the student must obtain
207 the signature of the student’s major advisor and a stamp from the
208 department/program in which the course is offered on the appropriate form. The
209 student must then file the signed form with the Office of Enrollment Services.
210 The decision to register for a course on a “CR/NC” basis remains in effect unless
211 a change is requested prior to or on the last day to add classes.

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The only exception to this rule is for students who declare new majors after the last day to add classes. If the newly declared major requires letter grading for the course in question and the student has elected “CR/NC” grading, then the student may request that “A” - “F” grading be used. Such a change must be requested no later than the last day of instruction. The grading option may not be changed after the end of the semester.

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Part Three: Final Assessments

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1. Every course except Distance Learning Courses shall meet at the time listed in the Final Examination Schedule. The College Dean must approve any exception to this requirement.
2. Every course shall have a final assessment appropriate to the course that shall cover a significant proportion of the course. The College Dean must approve any exception to this requirement.

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Part Four: Assignment of Final Course Grades

- 231 1. The faculty member of record in a course section (i.e., the faculty member
232 officially assigned to teach that section) has the exclusive responsibility and
233 authority to assign final course grades to all students in that section, subject only
234 to the following exceptions:
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- 236 A. should the faculty member of record be unable or unwilling to
237 complete this task because of death, disability, separation of
238 employment, or prolonged absence from campus during a regular
239 academic term, the Department Chair or Program Director,
240 following notification of the faculty member of record where
241 appropriate and with the approval of the College Dean, may appoint
242 another instructor with the most appropriate qualifications in the
243 discipline to complete the assignment of final course grades; or
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 - 245 B. in the event of a successful grade appeal (detailed below in Part Five:
246 Change of Final Course Grades).
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- 248 2. Final course grades shall be based on at least three (3), and preferably four
249 (4) or more, demonstrations of competence by the student.
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- 251 3. In no case shall the grade on any single demonstration of competence count
252 for more than one-third of the final course grade. This provision does not abridge
253 a faculty member's right to assign a course grade of "F" for a single act of
254 cheating.
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- 256 4. At the start of the course, instructors shall provide to their students in writing
257 the grading policies and practices to be employed in the class and the rules that
258 will apply to withdrawals.
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- 260 5. Instructors shall keep a record of students' scores on each of the
261 demonstrations of competence on which the final course grade is based.
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- 263 6. Instructors are expected to provide students with an opportunity for
264 demonstration of competence, relevant to the determination of their final course
265 grade in the course, as early as is reasonable and no later than the midpoint of
266 the term.
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- 268 7. Students have a right to be informed promptly of their scores and to review
269 each of their demonstrations of competence with their instructors.
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- 271 8. If materials submitted for a demonstration of competence are not returned,
272 these materials will be retained for at least two (2) subsequent semesters by the
273 instructor. The materials shall be accessible to the department office. In the
274 absence of the original instructor, an instructor with appropriate qualifications
275 may be appointed by the Chair to review the demonstration of competence with
276 the student.

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9. Grades reported to the Office of Enrollment Services are considered to be official and final course grades.

Part Five: Change of Final Course Grades

1. Changes of final course grades or grading symbols can be made only on the basis of an error, a successful grade appeal (detailed in the separate policy statement on Grade Appeals), or resolution of an "Incomplete" ("I"). A final course grade or grading symbol shall not be changed on the basis of additional work submitted, except where an "I" was recorded.

2. Original final course grades are replaced only when the change is due to an error, the grade change is the result of a grade appeal, or Enrollment Services receives a late report of final course grades for which the symbol "RD" was substituted pending receipt. Original final course grades or grading symbols are not replaced when the change of grade is the result of the resolution of an "Incomplete" or the repetition of a course. Final course grades or administrative grading symbols must be recorded for all enrollments beyond the census date.

3. Except for changes of final course grades resulting from grade appeals, all changes of final course grades must be filed within one year from the date of the filing of the first final course grade, without respect to continuous enrollment of the student. Only as the result of a successful grade appeal or the correction of an error will a final course grade be changed after the award of a degree or credential or certificate.

4. All requests for change of a final course grade shall carry the recommendation of the instructor (except as provided for in the Grade Appeals Procedures) and the Department Chair and the approval of the College Dean.

EFFECTIVE: Fall 2005