

Registration will not be permitted until these requirements have been satisfied. Contact the Student Health Center for information concerning clearances or immunizations.

Grading

A grade may be changed for the purpose of correcting clerical or administrative error, or to correct an error in the calculation or recording of a grade. A change of grade shall not occur as a result of additional work performed or re-examination beyond the established course requirements.

Earned Hours are all hours for which credit was earned (excludes grades of F, U and NC).

Quality Hours carry grade point value (excludes CR and NC).

Quality Points are awarded for each course unit and are determined by multiplying course unit by the quality point value of the grade.

Grade Point Average (GPA) is determined by dividing Quality Points by Quality Hours.

Higher Education GPA is the grade point average of all college level work.

Transcripts are the official record of academic history. Once a degree has been posted, subsequent revision and alteration of any transcript entry is permitted only for correction of proven error as certified by the appropriate academic dean and the Registrar. No changes will be made to the academic record after 60 days following the posting of the degree.

GRADING SYMBOLS

Academic Grading Symbols Earned		Quality Points Earned
A	Superior Attainment of Course Objectives	4.0
A –	Superior Attainment of Course Objectives	3.7
B +	Good Attainment of Course Objectives	3.3
B	Good Attainment of Course Objectives	3.0
B –	Good Attainment of Course Objectives	2.7
C +	Acceptable Attainment of Course Objectives	2.3
C	Acceptable Attainment of Course Objectives	2.0
*C –	Acceptable Attainment of Course Objectives	1.7
**D +	Poor Attainment of Course Objectives	1.3
D	Poor Attainment of Course Objectives	1.0
D –	Poor Attainment of Course Objectives	0.7
F	Non-Attainment of Course Objectives	0.0
CR	Credit	–
NC	No Credit	–

Administrative Grading Symbols

AU	Audit	–
I	Incomplete (authorized)	–
U	Incomplete (unauthorized)	0
SP	Satisfactory Progress	–
RD	Report Delayed	–
W	Withdrew	–

* Certain sequenced courses may have a C– prerequisite for advancement.

** If a grade of D+ is received in a course which is a prerequisite for another course, the student is encouraged to repeat the prerequisite course before attempting the next course in sequence.

Credit/No Credit Grading

Some courses, as indicated in their catalog descriptions, are offered on a Credit/No Credit grading basis only. The following conditions apply when a student elects to take for Credit/No Credit grading those courses which are not designated by the University as being graded on an exclusive Credit/No Credit basis.

- Students desiring to elect a course on a Credit/No Credit grading basis must be currently enrolled in the course and must elect the Credit/No Credit grading option through the registration system. This request can be made through the third week of the quarter. Students may not change from one grading system to the other after the end of the third week.
- Undergraduate students will be given a grade of CR for accomplishment equivalent to a grade of C– or better. No credit (NC) will be given for D+ or lower grades. Graduate students will receive a grade of CR which is based on an evaluated grade of B– or higher and NC for assigned grades of C+ or lower. Instructors will submit conventional letter grades to the Registrar's Office where they will be converted to Credit/No Credit grades. NOTE: Some post-baccalaureate programs penalize students for a grade of CR.
- The applicant for a Credit/No Credit grade must have at least a 2.0 grade point average in cumulative Cal Poly work. This requirement is waived for first-time students.
- No more than two courses may be selected for Credit/No Credit grading in any term.
- Units earned in courses for which the grade was CR will count toward satisfaction of all degree requirements.
- Undergraduate students may elect a maximum of 16 units of Credit/No Credit grading. Up to 4 units of Credit/No Credit grading is allowed in major or support courses (subject to the approval of the student's major department) and up to 4 units of Credit/No Credit grading is allowed in General Education courses.
- Credit/No Credit grading will be removed for courses not meeting the above guidelines.

h. Nonmatriculated students, including those in the Extension Program, Summer Session, and Workshops must meet the same requirements as matriculated students to elect courses on a Credit/No Credit grading basis. (The 2.0 GPA requirement is waived in the case of nonmatriculated students having no previous coursework recorded at Cal Poly.)

Administrative Grading Symbols

Audit

An auditor is a student who attends a course for no credit. Enrollment as an auditor is subject to permission of the instructor. Enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so.

Auditors are subject to the same fee structure as credit students, and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the second week of instruction. Courses enrolled in for audit grades are not considered when determining enrollment status (for financial aid and other purposes).

An instructor is authorized to submit a change-of-grade form to change an AU to NC for students who audit a class but do not attend or do not meet agreed-upon criteria.

The student services fee and nonresident tuition fee are determined on the basis of the total units for which the student is enrolled including courses audited.

Incomplete (Authorized)

An incomplete signifies that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the student's responsibility to bring pertinent information to the instructor who will determine 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. The student is not permitted to reenroll in the course to complete course requirements. If the student does reenroll, the original grade of I will be counted as an F (or NC) and the reenrollment will be processed as a repeated course.

The instructor will designate terms of the contract and length of time allowed to complete work, not to exceed one year. Failure to complete the assigned work will result in the I being counted as equivalent to an F (or NC) for grade point average computation. All remaining grades of I will be changed to F (or NC) at the time the student's degree is awarded.

Incomplete (Unauthorized)

A grade of U indicates that a student enrolled for a course did not officially withdraw from the course and failed to complete the course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make a normal evaluation of academic performance possible. Unlike the I grade, this grade cannot be changed by completing additional work. It is also used to identify students who did not officially withdraw from the course but ceased attending class and doing class work prior to the deadline date for official withdrawals which is the end of the seventh week. For purpose of grade point average computation this symbol is equivalent to an F.

A student may petition to have one grade of U changed to a Withdrawal, with appropriate approvals, within one year of enrollment of the course. For details, contact the Office of Academic Records.

Satisfactory Progress

The grade of SP is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a grade must await completion of additional work. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. Reenrollment is permitted prior to the assignment of the final grade provided that the total permissible number of units for the course or courses is not exceeded. Work is to be completed within a stipulated time period.

The SP symbol shall be replaced with the appropriate final grade within one year or the grade will be converted to an F. Grades of SP for graduate degree theses will convert to a grade of No Credit (NC) if a final grade has not been assigned within three years. All remaining SP grade symbols will be changed to F or NC at the time the student's degree is awarded.

Repeating a Course

Undergraduate students may repeat a maximum of 20 units at Cal Poly for purposes of improving GPA. A course taken at Cal Poly or at another university or college in which a grade of D+ or less was received may be repeated at Cal Poly with the new grade recorded along with the prior grade. If the second grade is equal to or higher than the first, then the grade earned by repeating the course will replace the quality points, quality hours and earned hours which were previously earned. The original grade is "forgiven" from GPA computation, but both grades appear on the student's permanent record (transcript). With the exception of the reasons listed below, the repeat adjustment is made automatically at the end of the term in which the course is repeated. If a course is re-taken with credit/no credit grading, the original grade will not be excluded from the GPA.

A repeat petition is required for the following reasons only:

- the course was originally taken at Cal Poly before Fall 1987
- the course was originally taken at another institution
- the course has changed prefix or number
- the course was taken through Cal Poly Extended Education

Repeat petitions for the situations listed above must be turned in to the Office of Academic Records by the end of the seventh week of the quarter in which the course is repeated.

If the student repeats a course in which a C- or higher grade was earned, both grades will be calculated in the grade point average, but the duplicate earned hours will not be counted toward the degree.

WITHDRAWALS / RENEWAL

Withdrawals from Courses

The W grading symbol indicates that the student was permitted to withdraw from the course after the regular add/drop (change of program) period with the approval of the appropriate campus officials. It carries no adverse connotation of quality of student performance and is not used in calculating grade point averages.

Between the end of the regular add/drop period and the end of the seventh week of instruction a student must request permission to withdraw from a course by processing a petition which is available at the Office of Academic Records. The petition will be approved and withdrawal authorized only if there are serious and compelling reasons for withdrawal in the judgment of the department head. The withdrawal petition also requires the signature of the course instructor and the student's academic adviser.

➡ **After the end of the 7th week of instruction withdrawals are permitted only if the withdrawal is based on an emergency situation clearly beyond the control of the student.** In such cases a final or incomplete grade may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. The student must request permission to withdraw as specified above, or request grade assignment, both of which are subject to approval by designated campus officials. Any student who fails to provide notification or who fails to obtain formal approval to withdraw will be subject to failing grades (U, F, or NC).

Withdrawals from the Term

With the approval of campus officials, a student is permitted to withdraw from all classes for the quarter for serious and compelling reasons until the end of the 7th week of instruction. After the 7th week and through the last day of instruction, withdrawals for the term must be

based on an emergency situation clearly beyond the control of the student, and approved by campus officials.

The student is required to initiate a request for an "Official Withdrawal" with the Registrar and to complete required exit procedures. If you are unable to appear in person, write or call the Office of Academic Records, 805-756-2531, to request withdrawal. The request must specify reasons for leaving the institution. The date of the withdrawal will be established according to the guidelines contained in the institutional policies governing term withdrawals or as determined by the Registrar.

The student may be eligible for a full or partial refund of registration fees depending upon the time and circumstances of withdrawal. A written application for refund is required. Specific limiting dates and application procedures are published in the quarterly *Class Schedule*.

Withdrawal from Previous Terms

A student may petition to have all grades retroactively changed to the administrative grade of "W" if he/she can demonstrate and document that there were serious and compelling reasons or circumstances which resulted in the unofficial withdrawal for the quarter in question. A student may not retroactively withdraw from selected courses during a particular quarter, but must petition to withdraw from the entire quarter. The petition must be submitted within one year following the end of the term. Refunds of registration fees are not available for withdrawals following the last day of instruction. For more information, contact the Office of Academic Records.

Academic Renewal

The Trustees of the California State University have established a program of Academic Renewal whereby students who are having difficulty meeting graduation requirements due to a grade point deficiency may petition to have up to two semesters or three quarters of previous college work discounted from all considerations associated with meeting requirements for the baccalaureate degree. Academic Renewal is intended only to facilitate graduation from Cal Poly and is not applicable for individuals who already possess a baccalaureate degree or who meet graduation requirements without the approval of a petition for Academic Renewal.

Conditions: In order to qualify for Academic Renewal all of the following conditions established by the Trustees must be met:

1. Five years must have elapsed since the term or terms to be disregarded were completed. Terms taken at any institution may be disregarded.
2. Since completion of the term(s) to be disregarded, the student must have completed coursework at Cal Poly of at least one of the following:
 - 22 units with a GPA of 3.00,

- 45 units with a GPA of 2.50,
 - 67 units with a GPA of 2.00
3. The student must present evidence that the coursework to be disregarded was substandard and not representative of the student's present scholastic ability and level of performance, due to extenuating circumstances.

For additional information about Academic Renewal contact the Office of Academic Records.

Academic Standards

Academic Obligations

All students are expected to be diligent in the pursuit of their courses of study in order that both they and the State will receive maximum benefit from the educational opportunities provided. Each student is responsible for his or her enrollments and timely adds, drops and withdrawals following campus policy.

Students are expected to satisfy the academic demands required by their instructors in such ways as they may set forth, in order to satisfy the instructor that they are performing their assignments in a proper manner.

Instructors are expected to give first priority to meeting their scheduled classes and other assigned responsibilities, including keeping regular office hours for student conferences.

In classroom settings, instructors have the authority and responsibility to establish rules, maintain order, and to dismiss students from a class session for violation of the rules or misconduct. Violations or misconduct warranting more than a single dismissal from a class session should be referred by the instructor to the Coordinator of Campus Student Relations and Judicial Affairs (756-2794) for disciplinary action.

Uniform standards for academic probation or disqualification, and for administrative-academic probation or disqualification, are in effect at all campuses of the California State University. Undergraduate students may be placed on academic probation and later be disqualified, or be placed on administrative-academic probation and later be disqualified, when they do not meet these standards.

Students who have been placed on academic probation, administrative-academic probation, or who have been notified of their disqualification may request review of such action by the dean of the school taking the action. Students who have been disqualified for inadequate progress or performance will not be readmitted until presentation of satisfactory evidence that they have improved their chances of academic success. The request

for readmission will be referred to the dean of the school in which the student wishes to enroll.

Students on academic probation may not participate on intercollegiate teams nor may they hold positions of leadership in student organizations or student government groups. This includes, but is not limited to, such groups as: athletic teams, debate teams, drama casts, judging teams, ASI councils, boards and committees. Such students may not hold an office in a student organization, nor may they be editors, managers, or hold similar positions on student publications. However, students on academic probation may participate in such activities as club membership, intramurals, and music which do not include travel and the official representation of the University.

Certain groups may have set higher standards than the minimum for specific positions or areas of responsibility that require considerable commitments of time and energy.

Academic Probation and Disqualification

The quality of academic performance is considered in the determination of a student's eligibility to remain enrolled. An undergraduate student becomes subject to academic probation or disqualification under the conditions shown below. For minimum scholarship standards applicable to graduate and postbaccalaureate students see the Graduate Programs section.

Academic Probation

An undergraduate student is automatically placed on academic probation when the grade point average drops below 2.0 (C). The grade point average applies to the current term, the Cal Poly cumulative, or the higher education cumulative. All of these are provided on MustangInfo (www.mustanginfo.calpoly.edu).

Academic Disqualification

- A. An undergraduate student on academic probation for two consecutive terms is subject to academic disqualification.
- B. An undergraduate student on academic probation is subject to disqualification when:
 1. As a freshman or sophomore student (less than 90 quarter units of college credit completed) the student is 22.5 or more quality points below a 2.00 (C) in all units attempted (higher education GPA) or in all units attempted at Cal Poly (Cal Poly cumulative GPA).
 2. As a junior student (90 to 134 quarter units of college credit completed) the student is 13.5 or more quality points below a 2.00 (C) in all units attempted (higher education GPA) or in all units attempted at Cal Poly (Cal Poly cumulative GPA).

3. As a senior student (135 or more quarter units of college credit completed) the student is 9 or more quality points below a 2.00 (C) in all units attempted (higher education GPA) or in all units attempted at Cal Poly (Cal Poly cumulative GPA).
- C. In addition to the above disqualification standards applicable to students on probation, the President may designate a campus official to act to disqualify an individual not on probation when the following circumstances exist:
1. At the end of any term, the student has fewer cumulative grade points than cumulative units attempted, and
 2. The cumulative grade point deficiency is so great that in view of the student's overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period.

A student who is placed on probation or who is subject to disqualification at the end of an enrollment period will be notified by a message on the grade report for that term. It is the student's responsibility to notify the Office of Academic Records of address changes. In cases where a student ordinarily would be disqualified at the end of a term save for the impossibility of making timely notification, the student may be advised by the student's school dean that the disqualification is to be effective at the end of the next term.

Administrative-Academic Probation or Disqualification

An undergraduate or graduate student may be placed on administrative-academic probation by action of the dean of the school in which the student is enrolled for any of the following reasons:

- A. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms.
- B. Repeated failure to progress toward the stated degree or program objective when such failure appears to be due to circumstances within the control of the student.
- C. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students.

When such action is taken, written notice will be provided including a statement of the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed. If disqualified, the student will receive written notification from the dean of the school in which the student is enrolled including an explanation of the basis for the action.

Eligibility for Intercollegiate Athletics

Eligibility for competition in intercollegiate athletics is regulated in general by the rules of the National Collegiate Athletic Association (NCAA), and specifically by current Conference and university regulations. The Director of Athletics is responsible for maintaining up-to-date intercollegiate athletics eligibility rules applicable to the University. The Faculty Athletic Representative has the responsibility for the interpretation of the NCAA, Conference, and university rules for determining student eligibility to represent the University in intercollegiate athletic events.

Eligibility for Student Activities

Students on either academic or disciplinary probation may not participate on intercollegiate teams nor may they hold positions of leadership in chartered student organizations or coded student government groups. Students on probation may participate in such student organizations and groups as members but they may not hold an office or represent the University or the Associated Students, Incorporated, in any official capacity.

Academic Petitions

Academic petitions are handled through the academic affairs division of the University. The process of review may include the academic department, academic advising offices, administrative offices, and/or college dean's office. Typical academic petitions include, but are not limited to, transferring from one program to another, academic requirement or policy deviation requests, and admission/re-admission issues. Contact the appropriate office for specific academic petition procedures.

Academic Petition Appeals

Following a petition decision, and under limited circumstances, students may appeal to the Vice Provost for Academic Programs and Undergraduate Education or his/her designee. The right to an appeal is not guaranteed and an appeal will only be granted if the student can show that one or more of the following exist:

1. A requirement or policy was incorrectly applied to the petition.
2. A requirement or policy is unclear or ambiguous.
3. There is new information that should be considered in the evaluation of the petition.
4. There are special circumstances warranting the granting of the appeal.

The granting of an academic petition appeal gives students the opportunity to present the merits of their petition to the Vice Provost. The Vice Provost's decisions regarding appeals represent the University's final decision on academic petitions. Contact the Office of Academic Programs at 756-2246 for more information on the procedures for filing an academic petition appeal.

Student Grievances

The University provides students with a variety of mechanisms to address student grievances or concerns. In all such matters, the University encourages students to attempt to resolve their grievance or concern at the source of the issue (i.e., with the professor, department chair or administrator, or college associate dean). The office of the University Ombudsman (756-6770) is available to any campus community member to assist with identifying and clarifying appropriate campus policies and procedures for addressing student grievances or concerns.

The following list contains the offices or programs designated to address the more common student grievances at the University:

Grade Grievances – The Fairness Board: Contact the Academic Senate Office, 756-1258 (See page 29 for more detail on the functions of this Board)

Student or Student Club Misconduct – Office of Campus Student Relations and Judicial Affairs, 756-2794 (See page 48 for more detail on the functions of this Office)

Staff or Faculty Misconduct

Office of the University Ombudsman (756-6770)
Office of Campus Student Relations and Judicial Affairs (756-2794)

Student Grievance Board: Contact the Academic Senate (756-1258)

through the "Code of Student Conduct, Rights and Responsibilities" section printed in the *Class Schedule* for each quarter, and are posted officially in the Administration Building. Other applicable regulations are contained in this Catalog, in the *Campus Administrative Manual*, the Code of Student Conduct, Rights and Responsibilities, and in other official university publications, including the Cal Poly web site.

Student Conduct and Discipline

It is expected that all Cal Poly students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of learning. It is also expected that all students who enroll at Cal Poly are willing to assume the responsibilities of citizenship in the campus community. Association in such a community is voluntary, and students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to campus authority which includes the prerogative of dismissing those whose conduct is inimical to the aims of an institution of higher education.

While enrolled, students are subject to the regulations governing discipline stated in *Education Code* Section 66017 and in Title 5 of the *California Code of Regulations*, Sections 41301–41304, and to such rules and regulations as have been approved and promulgated by authority of the President. Copies of Title 5 *California Code of Regulations* 41301 and 41302, which deal specifically with student disciplinary regulations, are available to all students in the "Appendix" of this catalog,