

increased exposure to these diseases. These groups include:

- Students who live in campus residence halls;
- Students who obtained primary or secondary schooling outside the United States;
- Students enrolled in dietetics, medical technology, student teaching, or field work in a health care setting or involving preschool-age children; and
- Intercollegiate Athletes.

Registration will not be permitted until these requirements have been satisfied. Contact Health Services for further information concerning clearances or special circumstances.

## 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, WU, 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)	–
RD	Report Delayed	–
RP	Report in Progress	–
W	Withdrawn	–
WU	Withdrawal Unauthorized	0

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

\*\* If a grade of D+ is received in a course that 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 that 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 that 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.

- d. No more than two courses may be selected for Credit/No Credit grading in any term.
- e. Units earned in courses for which the grade was CR will count toward satisfaction of all degree requirements.
- f. 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.
- g. Credit/No Credit grading will be removed for courses not meeting the above guidelines.
- h. Non-matriculated 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 non-matriculated students having no previous coursework recorded at Cal Poly.)

## Administrative Grading Symbols

### Audit

An auditor is a student who attends a course and receives no credit for the course. 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. Courses enrolled in with 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 re-enroll in the course to

complete course requirements. If the student does re-enroll, the original grade of I will be counted as an F (or NC) and the re-enrollment 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.

### Withdrawal Unauthorized

The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation, this symbol is equivalent to an "F".

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

### Report In Progress

The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses, which have a three-year time limit.

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 RP symbol shall be replaced with the appropriate final grade within one year or the grade will be converted to an F. Grades of RP 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 RP 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 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 that 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 advisor.

Between the end of the 7th week of instruction and the last day 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 (WU, F, or NC).

### Cancellation of Registration or Withdrawal from the Term

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term.

Students may drop their classes on POWER all the way through the add/drop period, until the end of the 8<sup>th</sup> day of the term. Grades will not be assigned for courses dropped during this period.

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 7<sup>th</sup> week of instruction. After the 7<sup>th</sup> 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 a term withdrawal with the Registrar and to complete required exit procedures. If the student is unable to appear in person, he/she may write or call the Office of Academic Records, 805-756-2531, to request withdrawal. The request must specify reasons for leaving the institution and include the student's signature. 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. If eligible for a refund, the refund will remain in the student's account on campus, unless the student files a written application for the refund to be sent to the student. Specific limiting dates and application procedures are published in the quarterly *Class Schedule*.

Students who receive financial aid funds must consult with the Financial Aid and Student Account Offices prior to withdrawing from the University regarding any refunds or repayments of grant or loan assistance received for that academic term. If a Title IV financial aid recipient withdraws from the University during a payment period, the grant or loan assistance received is subject to federal refund and repayment provisions.

### 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 that 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, as defined by campus policy, will be processed at the point of graduation. 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.