

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.

Quality Points are awarded for each course unit and are determined by multiplying course unit by the 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	–

* 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.

Administrative Grading Symbols

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

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 at the time of registration. 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.
- 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.
- 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

A grade of AU indicates that a student was officially enrolled in class, participated in class, but was not required to be examined on course materials. Enrollment as an Auditor is subject to the permission of the instructor. Procedures for auditing courses are published in the quarterly *Class Schedule*.

An auditor is a student who is attending courses for no credit. The student must be registered with fees paid for the quarter in which the course is to be audited. A student may enroll to audit a course during the add/drop period and no later than the last day to add a course. A student may change from credit to audit not later than the last day to drop a course. Courses enrolled in for audit grades are not considered when determining enrollment status (for financial aid and other purposes).

In cases where class sections must be limited in enrollment, preference will be given to students enrolling for credit.

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 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 (will not 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 withdraw from the course and 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 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. 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 instructor and 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 last day 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 instructor and department head.

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 or F).

Withdrawal for the Term

A student is permitted to withdraw from all classes for the quarter upon request and without restriction or penalty 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 approved by campus officials. Disapproved, unauthorized, or unofficial withdrawal will subject the student to failing grades in all classes (U or F).

The student or duly authorized representative of the student is required to initiate a request for an "Official Withdrawal" with the Registrar and to complete required exit procedures. 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.