

## **FINAL COURSE GRADES, GRADING PROCEDURES, AND FINAL ASSESSMENTS**

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

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

“AU” - “Audit.” Enrollment as an auditor is subject to permission of the instructor, provided that 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. It is the responsibility of the student to request from the instructor what is meant by regular class attendance. The symbol “AU” is posted to the student’s permanent academic record unless the student fails to attend a sufficient number of class meetings. In these cases, the instructor will request that the student be administratively withdrawn from the course. 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 last day to add classes.

“I” - “Incomplete”. The symbol “I” indicates that a portion of required course work (normally not more than one-third) 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 responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the “Incomplete.” A final course grade is assigned when that work has been completed and evaluated.

An “I” must normally be made up within one calendar year immediately following the end of the

If clear percentages for assignments cannot be delineated, instructors shall explain any special conditions for determining final course grades for work wholly or partially made up.

A copy of the form is to be given to the student, a copy is to be retained in the department office, and a copy is to be filed with the Office of Enrollment Services at the time final course grades

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

“WU” - “Unauthorized Withdrawal”. The symbol “WU” indicates that an enrolled student did not complete course requirements but did not withdraw from the course. 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 (letter grades “A” - “F” or an “Incomplete”). For purposes of grade point average this symbol is equivalent to an “F.” A student who receives a “WU” may not complete additional work and have the “WU” changed to a letter grade. In courses that are graded “Credit/No Credit” or in cases where the student has elected “Credit/No Credit” evaluation, use of the symbol “WU” is inappropriate and “NC” will be used instead. A student who receives the symbol “WU” in the first semester of enrollment at CSULB will have that symbol automatically changed to a “W”. In such cases the student will be notified that this policy applies for that first semester at CSULB only.

## **Part Two: Course Grading Option**

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

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

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.

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

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 da

B. in the event of a successful grade appeal (detailed below in Part Five: Change of Final Course Grades).

2. Final course grades shall be based on at least three (3), and preferably four (4) or more, demonstrations of competence by the student.

3. In no case shall the grade on any single demonstration of competence count for more than one-third of the final course grade. This provision does not abridge a faculty member's right to assign a course grade of "F" for a single act of cheating.

4. At the start of the course, instructors shall provide to their students in writing the grading policies and practices to be employed in the class and the rules that will apply to withdrawals.

5. Instructors shall keep a record of students' scores on each of the demonstrations of competence on which the final course grade is based.

6. Instructors are expected to provide students with an opportunity for demonstration of competence, relevant to the determination of their final course grade in the course, as early as is reasonable and no later than the midpoint of the term.

7. Students have a right to be informed promptly of their scores and to review each of their demonstrations of competence with their instructors.

8. If materials submitted for a demonstration of competence are not returned, these materials will be retained for at least two (2) subsequent semesters by the instructor. The materials shall be accessible to the department office. In the absence of the original instructor, an instructor with appropriate qualifications may be appointed by the Chair to review the demonstration of competence with the student.

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**

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.

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**EFFECTIVE: Fall 2005**