

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1601**

GRADING SYSTEM

1.0 General

Grades, including grade changes for each course, will be assigned only by the instructor of that course.

2.0 Grade-to-Grade Changes

Grade-to-grade changes must be submitted before the end of the quarter following the issuance of the grade. When circumstances necessitates that a grade change occur without the signature of the instructor of record, the change of grade form must be accompanied by a memo to the Registrar's Office, signed by the Dean of the College or the Department Chair, stating the reason for the absence of the instructor of record's signature.

3.0 Grade Point System

The university uses a basic four-point system when assigning grades to students. Grade points assigned for each grade are: A, four points; B, three points; C, two points; D, one point; F, zero points. Plus and minus grading symbols are granted at the discretion of the instructor. Grades of I, SP, RP, W, AU, and WU are also assigned. ."

A Superior Work

Indicates originality and independent work and a thorough mastery of the subject matter/skill; achievement so outstanding that it is normally attained only by students doing truly exemplary work.

B Very Good Work

Indicates clearly better than adequate competence in the subject matter/skill; achievement of quality higher than adequate, but not of exemplary quality.

C Adequate Work

Indicates that class room work, outside assignments, and examinations have been completed at a level indicating adequate competence in the subject matter/skill.

D Minimally Acceptable Work

Indicates achievement which meets the minimum requirements of the course, but at a level indicating less than adequate competence in the subject matter/skill.

F Unacceptable Work

Indicates achievement that fails to meet the minimum requirements of the course and is clearly below university quality; not a passing grade.

CR Credit, for undergraduate course work equivalent to a grade of "C" or better, or graduate course work equivalent to a grade of "B" or better.(Units attempted are not included in GPA)

NC No Credit, for undergraduate coursework equivalent to a grade of "C" or lower, or graduate coursework equivalent to a grade of "B" or lower.(Units attempted are not included in GPA)

I Incomplete Authorized (Units attempted are included in GPA after a maximum of 1 year)

IC Incomplete Charged (Units are included in GPA)

RP Report in Progress (Units attempted are included in GPA after final grade is assigned)

W Withdrawal (Units attempted are not included in GPA)

AU Audit (Units attempted are not included in GPA)

WU Withdrawal Unauthorized - An unofficial withdrawal from a course. (Units attempted are included in GPA)

RD Report Delayed (Units attempted are included in the GPA after final grade is assigned.)

At the discretion of the instructor, plus and minus (+/-) grading symbols may also be granted. The grade points associated with each grade are as follows:

A = 4	C = 2.0	I = 0
A- = 3.7	C- = 1.7	IC = 0
B+ = 3.3	D+ = 1.3	RP = 0
B = 3.0	D = 1.0	W = 0
B- = 2.7	D- = 0.7	WU = 0
C+ = 2.3	F = 0	AU = 0
	CR = 0	RD = 0
	NC = 0	

Credit/No Credit (CR/NC)

Courses will be graded on a CR/NC basis as follows:

I. Mandatory CR/NC Grading

- A. Some courses, as indicated by their catalog descriptions are offered for CR/NC grading only. Such courses are designated by the sponsoring department. Enrollment in these courses is not counted in the 24 unit limit or the 2course/8unit limit described in IIA below.
- B. All challenge examination credit will be awarded on CR/NC basis only. Credit for courses in student's major (core) will be given letter grades only.

II. Optional CR/NC Grading

A student may elect to be graded on a CR/NC basis in those courses which are designated by the University as being approved for optional grading. Courses designated for CR/NC grading will be shown in the catalog with the boldfaced dagger symbol (+). When a student elects CR/NC grading, the following conditions apply:

- A. A student may take up to two courses per quarter, not to exceed eight units, on a CR/NC basis. The total number of units which are graded CR/NC may not exceed two 4 units for all college level work to be counted towards a bachelor's degree, including all transfer work, and eight units for a master's degree including all transfer work.
- B. A student who opts for CR/NC must already be regularly enrolled in the course. Before the end of the third week of classes, the student must file the CR/NC request form in the Registrar's Office. A student may not change from one grading option to the other after the end of the third week of classes.
- C. A course may not be repeated as CR/NC if the student has previously been enrolled in that course for the traditional grading option. A course may be repeated for CR/NC only if a grade of NC has been earned previously.
- D. Undergraduate students and postbaccalaureate students seeking a second degree will be given a grade of CR for coursework equivalent to a grade C or better in any course for which CR/NC grading is approved and in which the student is properly enrolled. "NC" will be assigned for coursework equivalent to "C-," or lower grades.
- E. For graduate courses designated as mandatory CR/NC, the grade of "CR" will be given for coursework equivalent to a grade of "B" or better. "NC" will be given

for coursework equivalent to a "B–," or lower grade. This will apply to both graduate and undergraduate students who are enrolled in graduate courses.

- F. Courses in the student's major ("Core Courses in Major" on the student's curriculum sheet) may not be taken as CR/NC unless designated as mandatory CR/NC grading.
 - G. To be eligible to opt for CR/NC grading, an undergraduate student must have earned at least a 2.0 GPA in all Cal Poly Pomona work attempted. (The 2.0 GPA requirement is waived in the case of nonmatriculated students having no previous work recorded at Cal Poly Pomona.) A graduate student must have earned at least a 3.0 GPA. New students enrolling at Cal Poly Pomona for the first time are eligible if they were admitted on a "clear" basis.
- III. Grades of CR/NC are not included in the student's grade point average. Courses for which CR is recorded will be counted as units completed only.
- IV. These regulations apply to all students enrolling at Cal Poly Pomona including nonmatriculated students in the Extended University program, summer session, and workshops who wish to elect courses on a Credit/No Credit grading basis.

Incomplete

An "Incomplete Authorized" (I) signifies that a majority of the work in the course has been satisfactorily completed, but the student is unable to complete the course for serious and compelling reasons. "I" grades are assigned at the request of the student and granted at the discretion of the instructor. A failing grade is not an acceptable reason to request or grant an "I". If an "I" grade is issued, the faculty member determines what conditions must be met for the "I" to be removed. The student has the responsibility to obtain from the instructor these conditions. The form "Petition for Incomplete Grade" is used to record these conditions. This written record protects both students and faculty. One copy of the form is given to the student, and the form is filed in the Department Office. An "I" must be made up within the time period set forth by the instructor with a maximum allowable time span of one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "I" being converted to an "IC" symbol, unless the faculty member assigns a specific letter grade. The "IC" is counted as a failing grade for grade point average and progress point computation.

Although the one year maximum for incomplete grades is the general university policy, exceptions can be made in special cases, such as military service and serious health problems. An extension of an "I" grade in any one course by General Academic Petition shall be allowed only one time, for a maximum total extension of one year.

Effective fall 2009, students may not reenroll in courses for which an "I" grade has been assigned. Students may not remove an incomplete simply by reenrolling in the course. In cases where repetition of the course is deemed appropriate, the student will be assigned a withdrawal or failing grade rather than an "I" grade. If students subsequently complete a course which is recorded as incomplete on a transcript from another institution, it is their responsibility to submit a corrected official transcript and advise the Registrar's Office of the change.

Report Delayed

The "RD" symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned by the Registrar's Office only and, if assigned, shall be replaced by a substantive grading symbol as soon as possible upon submission of a Grade Change Form. An "RD" shall not be used in calculating grade point average or progress points.

Report in Progress

The "RP" symbol is used in connection with courses that extend beyond one academic quarter. The symbol indicates that work in progress has been evaluated as satisfactory to date but that the assignment of a precise grade must await the completion of additional coursework. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. All work is to be completed within one calendar year of the date of first assignment of RP and a final grade will be assigned to all segments of the course on the basis of overall quality. Any extension of this time period must receive prior authorization by the advisor, department chair and college dean on a General Academic Petition. For master's degree thesis or projects (695, 696), the time limit is two years. The "RP" symbol is authorized for specific courses, for example, courses numbered as 461, 462, 690-699, etc. The "RP" grade is not used in calculating the grade point average.

Official Withdrawal

This policy is under revision. The "W" symbol indicates that the student was permitted to drop the course after the fifth day of classes. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points. A "W" cannot be recorded for a class unless the student has officially dropped the class. Dropping of classes after the third week of instruction and prior to the last 10 days of instruction is permissible only for serious and compelling reasons. Dropping courses from the ninth week through finals week is not permitted except in cases in which the reason is due to circumstances clearly beyond the student's control. Requests for drops after the third week of instruction must be made by petition. See the section policy "Adding or Dropping Classes" in this catalog for more details.

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 grade point computation this symbol is equivalent to an "F". The "WU" is also assigned when a student does not drop a course properly, such as when a student withdraws from a course without authorization (e.g. no approved withdrawal form is on file in the Registrar's Office). If the appropriate withdrawal form is on file, this "WU" will be replaced by a "W" in the Registrar's Office and a "W" will appear on the final grade sheet returned to the instructor and on the student's grade report.