



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**POLICY NO: 1601**

**GRADING SYSTEM**

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**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 semester following the issuance of the grade. When circumstances necessitate that a grade change occur without the signature of the instructor of record, the Grade Change Request 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 CR, NC, I, IC, RP, W, AU, WU, and RD 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 classroom 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 "D+" or lower, or graduate coursework equivalent to a grade of "C+" or lower. (Units attempted are not included in GPA)

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 16 semester-unit limit or the 2-course/6 semester unit 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 bold-faced dagger symbol (+). When a student elects CR/NC grading, the following conditions apply:

- a. A student may take up to two courses per semester, not to exceed six semester units, on a CR/NC basis. The total number of units which are graded CR/NC may not exceed 16 semester units for all college level work to be counted towards a bachelor's degree, including all transfer work, and six 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 fourth 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 fourth 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 undergraduate 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 "D+", or lower grades.
- e. For graduate and credential 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 "C+" 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 non-matriculated 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.

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.

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

The symbol "I" (Incomplete Authorized) indicates that a clearly identifiable portion of the course requirements cannot be completed for serious and compelling reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a



portion of the class during a future term.

"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". It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the conditions that must be met to complete the course, and the associated deadline, not to exceed one year, which must be satisfied to remove the Incomplete. The Contract for Incomplete Grade is used to record these conditions. This electronic record protects both students and faculty. Copies of this Contract are to be filed in the online grading system and accessible to the student. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned. However, the time period set forth by the instructor on the Contract for Incomplete Grade prevails. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work within the time period set by the instructor will result in the "I" being converted to an "IC" symbol, unless the faculty member designates a specific letter grade at the time the Incomplete is assigned to replace the "I" in the student's record.

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. The extension of an "I" grade in a course shall be allowed only one time, for a maximum extension of one year. The General Academic Petition is used to file such requests.

Effective fall 2009, students may not re-enroll in courses for which an "I" grade has been assigned. In cases where repetition of the course is deemed appropriate, the student should be assigned a withdrawal ("W") or failing grade rather than an "I" grade.

**IC** Incomplete Charged (Units are included in GPA)

The "IC" symbol may be used when a student who received an authorized incomplete "I" has not completed the required course work within the allowed time period set by the instructor (unless the faculty member designates a specific letter grade at the time the Incomplete is assigned to replace the "I" in the student's record). The "IC" replaces the "I" and is counted as a failing grade for grade point average and progress point computation.

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



The "RP" symbol is used in connection with courses that extend beyond one academic semester. 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 (6950, 6960), the time limit is two years. The "RP" symbol is authorized only for specific courses, for example, courses numbered as 4610, 4620, 6900–6990, etc.

W Withdrawal (Units attempted are not included in GPA)

The "W" symbol is used for a student withdrawal from a course, with the approval of appropriate campus representatives, after the tenth day (second week) through the twentieth day (fourth week) of instruction. It carries no connotation of the student performance and is not used in calculating grade point average. A "W" will not be recorded for a class unless the student has officially withdrawn from the class.

Withdrawal from classes after the 20<sup>th</sup> day of instruction (fifth week) until the end of the twelfth week of instruction is permissible only for serious and compelling reasons. To withdraw from classes after the fifth week of instruction, students must submit a Request for Class Withdrawal for Serious and Compelling Reasons Form with the necessary approval signatures to the designated office. Poor academic performance, lack of attendance, and desire to avoid a low grade alone are not considered serious and compelling reasons for withdrawal.

After the twelfth week of instruction and before 11:59 pm on the Friday of the fifteenth week of instruction, withdrawals will only be permitted when the cause of withdrawal is due to circumstances clearly beyond the student's control, such as accident or serious illness, and when the assignment of an Incomplete Grade Agreement is not practicable. Documentation validating the students' circumstances is required, particularly when requesting a W grade that does not count against the 18-unit withdrawal limit (WX). Withdrawals of this sort may involve total withdrawal from the campus or may involve only one course, except that course grade and credit or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made.

Effective fall 2009, undergraduates are limited to 18 semester units of recorded course withdrawals, i.e., where students receive "W" grades for the classes. Course withdrawals prior to fall 2009 and withdrawals approved through the Retroactive Withdrawal process (Policy No. 1413) will not contribute to this limit. After the tenth day of instruction and before 11:59pm on the Friday of the fifteenth week of



instruction, students whose reasons for withdrawing from classes are beyond their control may request that such class withdrawals not contribute toward the 18-semester unit limit. Approved requests for this exception will be indicated by the Dean's signature and the lead authority in the Office of Academic Programs (or designee) on the Request for Class Withdrawal for Serious and Compelling Reasons Form.

AU Audit (Units attempted are not included in GPA). Audits are detailed in Academic Policy No. 1418: Auditing Courses

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

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 Request for Class Withdrawal for Serious and Compelling Reasons 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.

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

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 Request. An "RD" shall not be used in calculating grade point average or progress points.

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:



<b>Grade</b>	<b>Grade Point</b>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

<b>Grade</b>	<b>Grade Point</b>
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0
I	0
IC	0
RP	0
W	0
WU	0
AU	0
RD	0
CR	0
NC	0

