

## Grading Policy in My Courses

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1. Any student who is making an appeal for a grade change should read the following description of Cal Poly Pomona's [Grading System](#) from the *University Catalog* (p. 78 in 2006-2007 catalog):

The following grading system is in effect for undergraduates:

### 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 coursework equivalent to a grade of "C" or better, or graduate coursework 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 = 4.0

A- = 3.7

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

Grades—Points (100) conversion:

A = 100  
A- = 93  
B+/A- = 88  
B+ = 83  
B/B+ = 79  
B = 75  
B-/B = 72  
B- = 68  
C+/B- = 63  
C+ = 58  
C/C+ = 54  
C = 50  
C-/C = 47  
C- = 43

D+/C- = 38  
D+ = 33  
D/D+ = 29  
D = 25  
D-/D = 22  
D- = 18  
F = 0

Grades—Points (50) conversion:

A = 50  
A- = 47  
B+/A- = 46  
B+/A- = 44  
B+ = 42  
B/B+ = 40  
B = 38  
B-/B = 36  
B- = 34  
C+/B- = 32  
C+ = 29  
C/C+ = 27  
C = 25  
C-/C = 24  
C- = 22  
D+/C- = 20  
D+ = 17  
D/D+ = 15  
D = 13  
D-/D = 11  
D- = 9  
F = 0

2. Any student who is making an appeal for a grade change should also read Cal Poly Pomona [Grade Appeals Policy and Procedure](#) from the *University Catalog* (pp. 79-80 in 2006-2007 catalog):

Course grades assigned by instructors are presumed to be correct. It is the responsibility of the student who appeals an assigned grade to demonstrate clerical error, prejudice, or capriciousness in the assignment of the grade, or that a reasonable accommodation for a documented disability was requested and not appropriately provided; otherwise, the judgment of the instructor is final.

A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:

Step 1: The student should speak face to face with the instructor during the first three weeks of the quarter following the assignment of the grade. Note: If the grade is assigned in the spring quarter, the student should follow these procedures in the following fall quarter.

Step 2: If the grade dispute is not resolved with the instructor and the student intends to appeal the grade, the student must appeal to the next level as soon as possible, but no later than the sixth week of the following quarter. In most cases, the student will appeal to the chair of the academic department that offered the class. If the instructor is a department chair, the student should appeal to the dean of the college that offered the class. If the instructor is a dean, the student should appeal to the Provost. The person to whom the student appealed will discuss the issue with the instructor and respond to the student, usually within two weeks.

Step 3: If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a written statement within ten working days to the University Course Grade Appeal Committee through the Office of Undergraduate Studies. The formal grade appeal should be

submitted prior to the end of the regular quarter following the quarter for which the grade was assigned.

Step 4: The Chair of the University Course Grade Appeal Committee will forward the students statement to the instructor. The instructor will be asked to respond in writing by a specified date (normally within two weeks). The students statement and the instructor's response will then be reviewed by the entire committee, normally within two weeks of receipt of the instructor's response. The Committee will take one of the following actions: a. Request additional information from the student and/or the instructor; b. Recommend to the instructor that the grade should be changed. If the instructor does not carry out the Committee's recommendation to change the grade, the chair of the academic department that offered the class shall be asked to change the grade. If the instructor is a department chair, this request shall be made to the dean of the college that offered the class. If the instructor is a dean, the grade shall be changed by the Provost; c. Recommend to the instructor that the grade be maintained as given d. Call for a formal hearing

Step 5: When the Committee has made its recommendation the student will be notified of it in writing, and be given a copy of the instructor's written response to the students statement. This grade appeal procedure may take 6 to 8 weeks to complete. The outcome of the formal grade appeal procedure is final; there is no higher level of appeal.

3. Within a quarter after the completion of a course, I will be happy to meet with a student to review his/her assignments/records in class, explain the grades received, and give advice on how to improve academic performance in the future.

4. Following university policy, I will review a students records and reassess his/her grade after the student has:

1. read university policy items no. 1 and 2 above;
2. provided a **written request** stating the basis upon which he or she is appealing for a grade change (clerical error, prejudice, or capriciousness) and articulating how his/her performance in the class exceeds the quality as represented by the grade assigned (see item 1 above).

The student should further understand that my review may or may not lead to a grade change, and in the former case, could lead to either a higher or a lower grade.