

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-005-178

Alignment of Cal Poly Pomona Undergraduate Grade Forgiveness Policy with Executive Order 1037

Academic Affairs Committee

Date: 02 April 2018

Executive Committee  
Received and Forwarded

Date: 04 April 2018

Academic Senate

Date: 11 April 2018  
First Reading

## **Background**

Executive Order 1037 (<https://www.calstate.edu/eo/EO-1037.html>) allows undergraduate students to repeat up to 16 semester units (24 quarter units) for grade forgiveness. Currently, our policy at Cal Poly Pomona allows only 16 quarter units of grade forgiveness (<http://www.cpp.edu/~registrar/academic-policies/eo1037-repeat.shtml>). Indeed, Cal Poly Pomona is one of only three (3) CSU campuses that have embraced a stricter campus policy than that allowed by Executive Order 1037 (see attachment). The other two campuses are Cal Poly San Luis Obispo (16 quarter units) and CSU Channel Islands (12 semester units). We believe that our current campus policy disadvantages our students and, therefore, it is not aligned with our student success core value (<https://www.cpp.edu/~strategicplan/>). We ask that the Academic Senate and the faculty consider aligning our campus policy with Executive Order 1037 to allow students to repeat up to 16 semester units for grade forgiveness.

## **Discussion**

The committee recommends compliance with EO 1037. The committee considered the potential for the allowance of additional repeat units for grade forgiveness could have on bottleneck courses. However, the committee concluded that compliance with EO 1037 was still favorable for a number of reasons.

- 1) In many cases students were required to retake courses anyway, but would not benefit from grade forgiveness
- 2) Existing policies already limit students repetition of courses (see below for a list of existing policies).
  - Students will be prevented from registering for a course in which a grade of C or higher has been assigned.
  - Undergraduate students are limited to 42 quarter units of course repetition through regular enrollment.
  - Courses repeated prior to Fall 2009 that are included in the calculation of the GPA (not forgiven) will not contribute to this limit. However, units of courses taken prior to Fall 2009 that have been "forgiven" will contribute to this 42-unit limit.
  - Undergraduate students may attempt to improve their GPA by repeating a course.
  - Only grades of C-, D+, D, D- F, WU or IC may be repeated and forgiven (excluded from GPA calculation).
  - The course can be repeated no more than two times for a maximum of three attempts. The number of repeats of individual courses prior to Fall 2009 will contribute to this 2 repetition (3 attempts) limit.
  - **(UPDATED)** Withdrawing from a class and receiving a W grade is **NOT** considered an attempt. Such attempts will **NOT** be taken into account when determining how many times a student has taken a course, and in the calculation of the 42-unit course repetition limit.
  - Grades received in courses taken through Extended Education in excess of the 42-unit limit can be used to satisfy content and prerequisite requirements, but will not be used in GPA calculations. These courses will appear on the student's transcript.
  - Students may request waivers of this policy. A waiver will be granted only to students with a minimum overall GPA of 2.0 and documentation of demonstrated effort. Courses explicitly designated as repeatable in the University Catalog are not included in this policy.

- *Students must submit a [General Academic Petition](#) (PDF) with the necessary approval signatures to the Office of Academic Programs.*
  - Courses explicitly designated as repeatable in the University Catalog are not included in this policy.
- 3) Students in the CSU already have limited course replacement relative to students in private universities. Coming into compliance with CSU policy would eliminate disparities in GPA due to differences in policies, rather than difference in ability.

### **Recommendation:**

Existing policies be modified to come into compliance with EO 1037. In addition, the policy on a maximum of 42 units being repeated, also needs to be updated for semester conversion.

Policies should read:

## **Grade Forgiveness**

Students may seek Grade Forgiveness through course repetition. When a grade is forgiven due to course repetition, the grade and units for the excluded course work will not be used in the calculation of the grade point average and the units will not be used to satisfy the requirements toward graduation. The excluded course work will remain on the student's permanent record, but will be annotated as excluded from the grade point average through grade forgiveness. *This policy is not automatically invoked when a student repeats a course. It is the student's responsibility to seek grade forgiveness by submitting this form to the Registrar's Office.*

- Grade Forgiveness through course repetition is limited to 16 semester units and requires the completion of the [Grade Forgiveness through Course Repetition Form](#) (PDF).
- Grade Forgiveness can be applied only to courses taken for undergraduate credit and before awarding of a bachelor's degree.
- Students may seek grade forgiveness through course repetition for a maximum of 16 semester units. These 16 units contribute to the 30-unit limit for course repetition.
- Units of courses where grade forgiveness has already been applied prior to Fall 2009 will contribute to the 16-unit limit.
  - Grade forgiveness is NOT permitted for courses for which the original grade was the result of a finding of academic dishonesty. For advisement purposes, the letter J will be affixed after the grade awarded to the student in the class in question, e.g. D+J for a grade of D+. The suffix J will not appear on official transcripts.
- A Cal Poly Pomona course may not be used to forgive the grade of a course taken at another institution. Courses taken at other institutions cannot be used to forgive the grade of a course taken at Cal Poly Pomona.
- A Challenged Course cannot be used as a repetition of a regularly enrolled course.

- Students and advisors will be able to view on BroncoDirect the number of units repeated and forgiven.
- Effective Fall 2009, the grade forgiveness policy will be applicable to IC grades.