CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-011-178

Automation of Grade Forgiveness

Academic Affairs Committee	Date:	10 September 2018
Executive Committee Received and Forwarded	Date:	03 October 2018
Academic Senate	Date:	10 October 2018 <u>First Reading</u> 07 November 2018 Second Reading

Background

Background: AA 005-178 requested that CPP bring it's grade forgiveness policy into compliance with EO 1037. During the referral process, it was suggested that we update and automate our process. This would 1) Reduce paperwork; 2) Could reduce the number of students subject to disqualification who have failed to file necessary paperwork in a timely fashion; 3) Automating this process would reduce work for advisors and administrators. However, finding a way that would still allow students flexibility and choice is imperative.

Recommended Resources: Office of the registrar at other CSU campuses
EO 1037 (Attachment 1)
IT&T

Attachment 1:
https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/400775721/eo-1037.pdf

Resources Consulted
Sep Eskandari, Interim AVP for Academic Planning
Seema Shah Seema C. Shah-Fairbank P.E., Ph.D. , Faculty Director of Assessment and Program Review
Dr. Lara Preiser-Houy, Interim AVP for Academic Programs
CPP Chairs
CPP Deans

Discussion:

Automation of the grade forgiveness entails that once a student retakes a class that cannot be retaken for additional credit, the new grade (assuming it is a better grade than the original grade), will automatically replace the original grade. If the new grade is lower than the original grade, the new grade will not replace the old one. For example, if a student earns a D in a course, and retakes the course, but earns an F, the F will not replace the D.
Undergraduates may repeat up to 16 units for grade forgiveness. If a student retakes an eligible class in which student earned a grade of C- or lower, grade forgiveness would automatically apply as long as the student had remaining units. Once the 16 units of grade forgiveness are exhausted, students would have to file additional paperwork through existing processes to increase the amount of grade forgiveness available.

Should a student prefer to use grade forgiveness differently than facilitated by automatic grade forgiveness, a general academic petition may be filed to this effect. For example, if a student has exhausted all grade forgiveness, but would prefer to use forgiveness for a course re-taken after all grade forgiveness has been exhausted, the student may file a general academic petition asking that the grade forgiveness units be used as desired. This is important as students may need such accommodations to maintain a minimum major GPA.

Under executive order 1037 students may repeat an additional 12 units for grade replacement, meaning the repeat grade will not nullify the original grade, and both grades will be factored into the student GPAs.

Clarification was requested regarding EO 1037. This was taken care of.

One excellent question emerged: if a student takes a Special Topics course (for example PLT 2990 or PLT 4990) and gets a D, can it be retaken and grade forgiveness applied? The students can take 2990 and 4990 classes more than once for credit, so are they excluded from grade forgiveness even if it is the same topic under the 2990 or 4990 course?

Recommendation:

The Academic Affairs Committee recommends that following policy be adopted.

We recommend automated grade replacement go into effect immediately moving forward for semesters.

Automation of the grade forgiveness entails that once a student retakes a class that cannot be retaken for additional credit, the new grade (assuming it is a better grade than the original grade), will automatically replace the original grade. If the new grade is lower than the original grade, the new grade will not replace the old one. For example, if a student earns a D in a course, and retakes the course, but earns an F, the F will not replace the D.
Undergraduates may repeat up to 16 units for grade forgiveness. If a student retakes an eligible class in which student earned a grade of C- or lower, grade forgiveness would automatically apply as long as the student had remaining units. Once the 16 units of grade forgiveness are exhausted, students would have to file additional paperwork through existing processes to increase the amount of grade forgiveness available.

Should a student prefer to use grade forgiveness differently than facilitated by automatic grade forgiveness, a general academic petition may be filed to this effect. For example, if a student has exhausted all grade forgiveness, but would prefer to use forgiveness for a course re-taken after all grade forgiveness has been exhausted, the student may file a general academic petition asking that the grade forgiveness units be used as desired.

Some courses are excluded from automatic grade forgiveness, explicitly any course that may be repeated for credit, and special topics courses. Special topics courses may differ semester to semester and may be repeated for credit. If a student wishes to retake a special topics course and apply for grade forgiveness, a general academic petition may be filed. This will only be approved if the content of the special topic course is identical to the content of the course from the semester in which the student is applying for grade forgiveness.

Under executive order 1037 students may repeat an additional 12 units for grade replacement, meaning the repeat grade will not nullify the original grade, and both grades will be factored into the student GPAs.

Should a student wish to repeat a quarter course under semesters, or a course that has undergone a number change, a general academic petition should be filed to that effect. Such petitions should be approved as a matter of course, assuming all existing conditions for grade forgiveness apply. All existing rules for grade forgiveness continue to apply. This policy impacts, only the automation of grade forgiveness. As per existing policies, a repeated course counts only once for units (for example a student who replaces a D with a B should earn only the number of units assigned to the course for one completion of the course in their "total units completed" toward graduation.