

Policy on Final Course Grades, Grading Procedures, and Final Assessments

(This policy statement supersedes PS 09-07 and PS 12-03; it complies with all relevant Executive Orders.)

1.1 Defin

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distribution of course assignments, and frequency of course offerings when determining the appropriateness of an incomplete.

2.2.2. An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned. However, instructors may assign an earlier deadline for completion. This limitation prevails whether or not the student maintains continuous enrollment. An extension of time may be granted for extenuating circumstances approved by the instructor.

2.2.3. It is the responsibility of the student to be mindful of the completion date and submit the remaining work to the instructor as specified by the "Incomplete Grade Agreement" (see Section 2.2.6).

2.2.4. If a student does not satisfy the requirements of the "I" grade, the student may not re-enroll in or retake the course until the "I" grade has been converted to the grade indicated by the instructor. This does not apply to classes where the student is allowed to take the same class multiple times for additional units; taking the class for additional units does not clear the original "I" grade.

2.2.5. The conditions for removal of the "Incomplete" shall be documented by the instructor in an "Incomplete Grade Agreement".

2.2.5.1. This agreement shall include, at minimum, a description of:

1. A justification for the "Incomplete";
2. The final grade that the instructor will assign if no additional course requirements are met before the deadline of the "Incomplete Grade Agreement";
3. The course requirements that the student needs to complete and how completion of that work will impact the revised final course grade.

2.2.5.2 This agreement may require the student to attend a portion of an offering of the course in a subsequent academic term to complete the specified course requirements.

2.2.5.3. This agreement shall be recorded by Enrollment Services and shared with the student at the time final course grades are submitted; the student shall then have 30 calendar days to sign the agreement.

2.2.5.4. When the work agreed upon has been completed and evaluated, a revised final course grade will be assigned by the instructor. If the instructor is not available, the chair/program director may assign another instructor to evaluate the completed work. When this evaluation is complete, the chair or program director assigns a grade. If some of the course requirements are met by the deadline of the "Incomplete Grade Agreement" with any approved extensions, the instructor may submit a revised final course grade. Otherwise, the "I" will be replaced by the final grade from 2.2.5.1.2.

2.3. "RD" - "Report Delayed." This symbol is used exclusively by Enrollment Services to permit processing of all final course grades when the final course grades for an entire course section have not been reported by the instructor. The symbol does not imply any academic evaluation. Individual instructors may not assign an "RD."

2.4. "RP" - "Report in Progress." The "RP" symbol is used in connection with courses requiring multiple semesters of enrollment (i.e., that extend beyond one academic term). It indicates that

decision to register for a course on a "CR/NC" basis remains in effect unless a change is requested prior to or on the last day to add classes.

3.3.4. The only exception to this rule applies to students who declare new majors after the last day to add classes. If the newly declared major requires letter grading for the course in question and the student has elected "CR/NC" grading, then the student may request "A," "B," "C," "D," or "F" grading for the current course. Such a change must be requested no later than the last day of instruction.

3.4. Course grading option for graduate degrees.

3.4.1. Graduate-level courses that use "CR/NC" for the final course grade may not fulfill graduate degree requirements, with these exceptions:

3.4.1.1. The final course grade of "CR" may be permitted for master's theses or projects (to a maximum of six units) when the individual department has specifically designated "CR/NC" grading for the thesis/project course in the department.

3.4.1.2. The final course grade of "CR" may be permitted for fieldwork, practicum, research, or internship courses (also to a maximum of six units).

3.4.2. The option of "CR/NC" grading for graduate students in undergraduate courses is subject to specific regulations of the individual departments. Otherwise, no limitation exists as to the number of courses taken by graduate students under this policy.

3.5. The Provost (or designee) may approve the use of "CR/NC" as an alternative grading option in extenuating circumstances (natural disaster, pandemic) that preclude normal academic operations.

4.0. Final Assessments.

Every course shall have a final assessment apop-8.8 (se)10.1 rpseti shesperur,se partm(e)10.1 (n)4.9 (t)8.4 (s.)-10 ((f)10.

6.2. Final course grades or administrative grading symbols must be recorded for all students who are enrolled beyond the census date.

6.3. Except for changes of final course grades resulting from grade appeals, all changes of final course grades must normally be filed within one year from the date of the filing of the first final course grade, whether or not a student maintains continuous enrollment. Only as the result of a successful grade appeal or the correction of an error will a final course grade be changed after the award of a degree or credential or certificate.

6.4. All requests for change of a final course grade shall carry the recommendation of the instructor (except as provided for in the grade appeals procedures) and the department chair/program director and the approval of the college dean.

EFFECTIVE: Upon the commencement of the Spring 2022 semester.