CAL STATE FULLERTON

University Policy Statement
California State University, Fullerton

UPS 300.020

GRADING PRACTICES

I. DEFINITION OF GRADES

A statement shall be placed in the University Catalog which defines letter grades and their corresponding values as follows:

A+		4.0
A	Outstanding	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Acceptable	2.0
C-		1.7
D+		1.3
D	Poor	1.0
D-		0.7
F	Failing	0.0

II. Definition of Administrative Grades

A. **AU** (Audit). The symbol "AU" is used in those instances where a student has enrolled in a course either for information or other purposes not related to the student's formal academic objective. Enrollment as an auditor is subject to permission of the instructor, provided that enrollment in a course as an auditor is permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status. A student who is enrolled for credit may not change to audit after the fourth week of instruction. An auditor is not permitted to take examinations in the course; therefore,

there is no basis for evaluation or a formal grade report. This paragraph must appear in the campus catalog.

B. **RD** (Report Delayed). The symbol "RD" is used where a delay in the reporting of a final grade is due to circumstances beyond the control of the student. The symbol is assigned by the registrar only and must replaced as soon as possible with a substantive grading symbol. An RD will not be included in calculation of a grade-point average. Whenever this symbol is used an explanatory note must be included in the transcript legend. The registrar will notify both the instructor of record and the department chair within one week of the assignment of an RD.

C. **RP** (Report in Progress). The symbol "RP" is used in connection with thesis, project or similar courses that extend beyond one academic term. RP indicates that work is in progress, and has been evaluated and found to be satisfactory to date, but that assignment of a final grade must await completion of additional course work. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. Work is to be completed within a stipulated period, which may not exceed one year, except for graduate degree theses or projects for which the time may be longer, but may not exceed the overall limit for completion of all master's degree requirements. The president or designee may authorize an extension of established time limits.

III. Grades and Grade Point Averages Distribution Report

So that faculty may have knowledge of the grading practices and patterns of their colleagues, the following shall occur:

A. Within 60 days after recording final grades for each semester and summer session, the Office of Institutional Research shall provide to each department or instructional unit the grade point average of the sum of the students of each course, together with the grade point average of all sections of a particular course, and the grade point average by level of instruction (lower division, upper division, graduate) of the department concerned.

B. Each department or instructional unit shall circulate this information among its faculty. Instructors may, thereby, compare their grading standards with their colleagues and with the standards of the department as a whole.

C. The Office of Institutional Research shall annually provide to each faculty member a summary, by school and level of instruction, of each departmental and instructional unit's grade point average.

IV. CLASSES WITH HABITUALLY INFLATED GRADING

Because of the incidence of very high letter grades being assigned in some classes and departments, the department shall consider offering the course only on a Credit/No Credit basis, in those undergraduate classes where more than 66% of the letter grades (A, B, C, D, F) have been "A" or "B" for the previous four semesters. The decision to apply or not to apply this policy to any affected class shall be by vote of the department/program faculty.

V. CLASS GPA ON TRANSCRIPTS AND GRADE REPORTS

Each student's transcript shall indicate in parentheses before each course grade the number of students officially enrolled in the course and in parentheses after each grade the class grade point average. In making these computations, students receiving grades and symbols of W, I, RP, RD, AU, WU or Credit/No Credit shall be excluded from the calculations of the class grade point average and shall not be included in the calculations of the number of students who completed the courses. This procedure is used in regular semesters and summer session classes; it is not used in extension or intersession classes.

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