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**MEMORANDUM**

**Code: AA-2009-04**

**Date:** February 4, 2009  
**To:** CSU Presidents  
**From:** Lorie Roth  
Assistant Vice Chancellor



James Blackburn  
Director of Enrollment Management Services



**Subject: Clarification of Executive Order 1037 – Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals**

The purpose of this memorandum is to provide clarification with regard to several provisions of Executive Order 1037- Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals. Where possible, clarifications have been identified with specific sections/subsections of Executive Order 1037.

1. Section A-3 (Incomplete charged) – In cases in which the student was enrolled on a Credit/No Credit basis, the “default grade” used in the event that the condition(s) of the “incomplete” have not been met may be a grade of No Credit (NC).
2. Section A-6a (Withdrawal) – Campuses may permit the withdrawal from up to 28 quarter units.
3. Section A-6e (Withdrawal for accident or serious illness) – When serious illness or accidents are documented and used as a basis for the approval of withdrawal from all classes during the first eighty percent of the term, the units in question will not count against the minima described in Sections A-6a.
4. A unique grade, e.g., “WM”, may be used to differentiate between withdrawals permitted under Section A-6e from withdrawals permitted under A-6d. The use of a unique grade for withdrawals made as per A-6e may assist campuses in determining when the maximum units (Sections A-6d) have been reached. (Some have suggested that some persons might not want their transcripts of university study to contain references in “medical withdrawal,” etc.).
5. Section B (Repetition of Courses) – The provisions of Section B of Executive Order 1037 apply only to undergraduate courses. Campuses should develop and publish their own policies and procedures with regard to the repetition of graduate and other post-baccalaureate coursework.

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6. Sections B-2a, B-2b, and B-3 apply to all courses except those which are specified by the campuses as being “repeatable for credit”, e.g., marching band, intercollegiate athletics or special topics classes.
7. Sections B-2c – In cases where “grade forgiveness” is not to be applicable to courses for which the original grade is the result of a finding of academic dishonesty, it may be prudent to uniquely “code” such grades so as to automatically prevent the application of “grade forgiveness” to such grades.

**General clarifications:**

1. With regard to the limits on withdrawals and repeats, it should be assumed that absent campus policy to the contrary, all such running totals begin at zero (0) at the beginning of the Fall term of 2009.
2. Campuses must implement the requirements of Executive Order 1037 no later than the beginning of the Fall 2009 term.
3. Unless campus policy indicates otherwise, the limits on repeated courses (Sections B-2a, B-2b, and B-3) do apply to courses taken in matriculated status as well as coursework completed via self support, e.g., adjunct, open university, etc.
4. Unless campus policy indicates otherwise, the limit on withdrawals (Section A-6a) does apply to coursework taken in matriculated as well as coursework completed via “self- support,” e.g., extended education, Open University, special session, etc.
5. As with many other matters of academic policy, campuses may choose to set up review petitions processes for the responsible granting of waivers to the requirements of Executive Order 1037.

If you have questions regarding this coded memorandum, please call Dr. James Blackburn, Director of Enrollment Management Services at 562-951-4726 or e-mail at [jblackburn@calstate.edu](mailto:jblackburn@calstate.edu), or Dr. Lorie Roth, Assistant Vice Chancellor, Academic Programs, at 562-951-4779 or e-mail at [lroth@calstate.edu](mailto:lroth@calstate.edu).

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