

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

February 21, 1973

TO: Presidents *HEB*
FROM: H. E. Brakebill
Executive Vice Chancellor
SUBJECT: Executive Order No. 171 - Administrative Grading Symbols

Enclosed are five (5) copies of Executive Order No. 171 which establishes uniform policies regarding the use of administrative symbols in lieu of grades. The Executive Order includes both descriptive statements and explanatory notations. The descriptive statements are to be published in the campus catalog. They may be paraphrased or expanded to suit local circumstances so long as they clearly reflect the policies set forth in this Executive Order.

If it is not possible to add this material to your 1973 catalog, the policies are to be implemented by publication in class schedules and other suitable notifications. No other such symbols are to be used beginning with the 1973/74 academic year.

Questions about this Executive Order or its implementation should be directed to Dr. Charles Lindahl in the Office of Student Affairs.

HEB:nd

Enclosures

cc: Vice Presidents for Academic Affairs
Deans of Admissions
Deans of Students
Chancellor's Staff

EXECUTIVE ORDER NO. 171

ADMINISTRATIVE GRADING SYMBOLS

This Executive Order is issued pursuant to Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of The California State University and Colleges and is effective with the beginning of the Fall 1973 academic term (semester or quarter).

The administrative grading symbols AU, I, RD, SP, and W along with the definitions, rules and procedures governing their application shall be utilized as circumstances require on all California State University and Colleges campuses. Use of the symbols AU, SP, and RD are optional with each campus, except that where utilized, the definition and circumstances of application shall be as defined here. No other grading symbols except the traditional A, B, C, D, F or the non-traditional A, B, C, NC, or CR-NC (where specifically authorized) shall be employed without the express prior approval of the Vice Chancellor, Academic Affairs.

1. AU (Audit) The following catalog statement reflects the minimum requirements for enrollment as an auditor. Authority to permit enrollment in this status rests with each campus. If such enrollment is permitted, the following statement together with any further campus requirements shall appear in the campus catalog:

Enrollment as an auditor is subject to the permission of the instructor; provided that enrollment in any course as an auditor shall be permitted only after students otherwise eligible to enroll in the course 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 unless such a change is requested prior to the last day to add classes.

(Insert locally applicable "how to" statement)

2. I (Incomplete) Incompletes should be assigned only in those cases where the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An incomplete should not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. Further, an incomplete is specifically prohibited in those cases where the normal practice requires extension of course requirements beyond the close of a term, e.g, thesis or project type courses. In such cases use of the SP symbol is required. Agreement as to the conditions for removal of the incomplete shall be reduced to writing and placed on file with the appropriate campus officer until the incomplete is removed or the time limit passed.

Extension of the one-year time limit may be granted by specific petition for such contingencies as intervening military service and serious health or personal problems. The following statement shall appear in the campus catalog:

An incomplete signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "incomplete" must be made up within one calendar year immediately following the end of the term on which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "incomplete" being counted as equivalent to an "F" (or an "NC") for grade point average and progress point computation.

3. RD (Report Delayed) The "RD" symbol may be used in those cases where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol is assigned by the Registrar and should be replaced by a more appropriate grading symbol as soon as possible. An "RD" shall not be included in calculations of grade point average or in determination of progress points. Although no catalog statement is required, wherever the symbol is employed an explanatory note is to be included in the transcript legend.
4. SP (Satisfactory Progress) The "SP" symbol is to be employed in connection with thesis, project and similar courses where assigned work frequently extends beyond a single academic term and may include enrollment in more than one term. The "SP" symbol is an indication that student performance has been evaluated and found to be satisfactory but that further work must be completed before a final grade (or grades) for any part of the course can be properly assigned. Enrollment for more units of credit than the total number of units which can be applied to the fulfillment of the specific requirements of the student's educational objective is expressly prohibited. The "SP" symbol is to be replaced with the appropriate final grade within one calendar year of the date of the first enrollment. Faculty workload credit which may be associated with these courses shall not exceed that which is generated by the number of units for which the student enrolls within the foregoing limitations. Exceptions to the stipulated one-year time limit for replacement of the "SP" by a grade may be authorized by the President or his designee.

The following statement shall appear in the campus catalog:

The "SP" symbol is used in connection with courses that extend beyond one academic term. The symbol indicates that work in progress has been evaluated as satisfactory to date but that the assignment of a precise grade must await the completion of additional course work. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. All work is to be completed within one calendar year of the date of first enrollment and a final grade will be assigned to all segments of the course on the basis of overall quality. Any extension of this time period must receive prior authorization by _____.
(Specify academic administrator authorized by the President.)

5. W (Withdrawal) The definition of this administrative symbol introduces two major changes from current practice. First, it is designed to reduce significantly the number of withdrawals occurring after the Census Date. Second, it eliminates the use of "WP" (withdrew passing) and "WF" (withdrew failing) to designate student performance level at the time of withdrawal.

Withdrawal from a course (or courses) may be permitted, without restriction or penalty, during a time period established by the campus. However, this time period must terminate at a date which is no later than the Census Date. No symbol need be recorded in such instances.

Withdrawals after the Census Date and prior to the last three weeks of instruction are permissible only for serious and compelling reasons. Permission to withdraw during this time period is to be granted only with the approval of the instructor and the Department Chairman or Dean. All requests for permission to withdraw under these circumstances and all approvals shall be made in writing on forms prescribed by the campus. The requests and approvals shall state the reasons for the withdrawal. Copies of such approvals shall be kept on file.

Withdrawals shall not be permitted during the final three weeks of instruction except in cases such as accident or serious illness where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an incomplete is not practicable. Ordinarily, withdrawals in this category will involve total withdrawal from the campus, except that credit, or an incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances are to be handled and filed as indicated above.

except that such requests also must be endorsed by the Academic Administrator appointed by the President to act in such matters.

The assignment of "W" to any course is to be without effect on the computation of grade point average or progress points.

The following statement shall appear in the campus catalog:

This symbol indicates that the student was permitted to drop the course after the _____ (day/week) of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.

In addition to the above descriptive statement, the campus catalog shall include a description of the procedures to be followed in withdrawing from class or from the campus which is consistent with the policy set forth above.



Glenn S. Dumke, Chancellor

Dated: February 14, 1973

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