

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590-5512

Date: April 29, 1977

To: Presidents

From: Harry Harmon *Harry Harmon*  
Executive Vice Chancellor

Subject: Executive Order No. 268

I am transmitting to you a copy of Executive Order No. 268 which sets forth systemwide policies and procedures for the use of Grading Symbols. This Order supersedes Executive Orders 171 and 179 and is effective commencing with Fall 1977 academic terms.

It is your responsibility as President to implement Executive Order 268 and to maintain the campus repository and index for all Executive Orders.

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Distribution: Vice Presidents, Academic  
Deans of Students  
Deans, Directors of Admission  
Registrars  
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
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Executive Order No.: 268  
Title: Grading Symbols  
Effective Date: September 1, 1977  
Supersedes: Executive Order Nos. 171 and 179

This Executive Order is issued pursuant to Sections 40104 and 40104.1 of Title 5 of the *California Administrative Code* and 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 Fall 1977 academic term (semester or quarter).

The administrative grading symbols AU, I, RD, SP, W, and U 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 and RD are optional with each campus, except that where utilized, the definition and circumstances of application shall be as defined herein. No other grading symbols except the traditional A, B, C, D, or 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. To the extent permitted by Section 40104.1 of Title 5 of the *California Administrative Code*, each campus may use plus and minus designations in combination with letter grades.

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. When audit status is permitted, students may not change from credit to audit later than the census date. If enrollment as an auditor is permitted, the following statement together with any further campus requirements shall appear in the campus catalog:

Enrollment as an auditor is subject to permission of the instructor; provided that enrollment in a course as an auditor shall be 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 unless such a change is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the \_\_\_\_ week of instruction. (Insert appropriate number for campus.)

2. I (Incomplete Authorized). The "I" symbol shall be used only when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited 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. The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed.

An Incomplete shall be removed within one year following the end of the term during which it was assigned; provided, however, that extension of the one-year time limit may be granted by petition for contingencies such as intervening military service and serious health or personal problems. If the Incomplete is not removed within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points.

The following statement shall appear in the campus catalog:

The symbol "I" (Incomplete Authorized) indicates 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 attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "I" must normally be made up within one calendar year immediately following the end of the term during 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 "I" being counted as a failing grade for grade point average and progress point computation.

3. RD (Report Delayed). The "RD" symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned by the Registrar only and, if assigned, shall be replaced by a substantive grading symbol as soon as possible. An "RD" shall not be used in calculating grade point average or progress points. Although no catalog statement is required, whenever the symbol is employed an explanatory note shall be included in the transcript legend.
4. SP (Satisfactory Progress). The "SP" symbol shall be used 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" indicates that student performance has been evaluated and found to be satisfactory but that further work must be completed before a final grade (or grades) can be properly assigned for any part of the course. 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 prohibited. The "SP" symbol shall be replaced with the appropriate final grade within one year of its assignment except for Master's thesis enrollment, in which case the time limit shall be established by the appropriate campus authority. The President or his designee may authorize extension of established time limits.

The following statement shall appear in the campus catalog:

The "SP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional 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 one year except for graduate degree theses. (Insert campus statement describing the time limit for theses.)

5. W (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 shall not extend beyond the Census Date. No symbol need be recorded in such instances. In connection with all other approved withdrawals, the "W" symbol shall be used.

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 shall be granted only with the approval of the instructor and the Department Chairman or Dean. All requests 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 of this sort 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 shall be handled and filed as indicated in the preceding paragraph, except that such requests must also be endorsed by the Academic Administrator appointed by the President to act in such matters.

A "W" shall not be used in calculating grade point average or progress points.

The following statement shall appear in the campus catalog:

The symbol "W" 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 this statement, the campus catalog shall include a description of the procedures to be followed in withdrawing from a class or from the campus. Such procedures shall be consistent with all applicable provisions of this Executive Order.

6. U (Unauthorized incomplete). The symbol "U" shall be used where a student, who is enrolled on the Census Date, does not withdraw from a course but fails to complete it. Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A - F). The symbol "U" denotes failure of the course, shall be identified as a failing grade in the transcript legend, and shall be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol "U" is inappropriate and "NC" shall be used instead. The following statement shall appear in the campus catalog:

The symbol "U" indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an "F".

If local campus policy prescribes other instances where this symbol may be used, the foregoing statement shall be extended to cover such instances.

A handwritten signature in cursive script, appearing to read "Glenn S. Dumke".

Glenn S. Dumke, Chancellor

Date: April 29, 1977

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