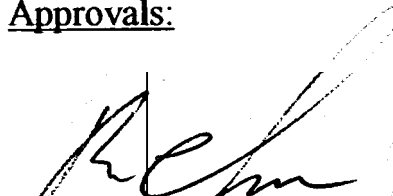


SENATE POLICY 3-34


Motion: to approve the Policy on Changing the Basis for Grading

Passed at the May 4, 2004 meeting of the Academic Senate.

Approvals:


Kenny Christopher
Chair, Academic Senate

5-12-04
Date


Richard Rush
President, CSU Channel Islands

5/13/04
Date



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

<Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

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Policy on changing the basis for grading

Purpose: The proposed policy amends SR 4-02 by extending the period for changing the grading basis of a course from traditional letter grading to credit/no credit, or vice versa, through the third week of instruction. This change will make the time period to change the grading basis of a course consistent with the add policy which gives students three weeks to add a course.

Background: SP 03-05 gave students up to the third week of instruction to add courses, with instructor approval. The existing policy for changing the grading basis of a course allowed students to change the grading basis of a course through the second week of instruction.

Accountability:

Applicability: This policy applies to all CSUCI students.

Policy:

Changing Basis for Grading

If either traditional letter grading or credit/no credit grading is allowed for a course, a student may change the basis of his or her grading for the course from traditional letter grading to credit/no credit grading, or vice versa, through the third week of instruction without instructor approval by filing the appropriate form. Grade basis changes are permitted only when the program area for the course and the student's major do not require a specific grading option for the course.