



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

## Policy on Grades (revision of SP 01-38)

**Policy #: 12-07 (Revision of SP 01-38)**

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**Effective Date: Fall 2013**

**Expiration Date: None**

**Applicability: All CSU Channel Islands students**

**Purpose:** To clarify the level of performance that each letter grade represents, and to establish the letter grades that are equivalent to the symbols "CR" and "NC". This amendment to policy SP 01-38 does not change the policy, but adds definitions for A-F letter grades, as well as for "CR" and "NC".

### **Definitions:**

- "A": Student performance has been outstanding and indicates an exceptional degree of academic achievement in meeting learning outcomes and course requirements.
- "B": Student performance has been at a high level and indicates solid academic achievement in meeting learning outcomes and course requirements.
- "C": Student performance has been adequate and indicates satisfactory academic achievement in meeting learning outcomes and course requirements.
- "D": Student performance has been less than adequate and indicates deficiencies in meeting the learning outcomes and/or course requirements.
- "F": Student performance has been unacceptable and indicates a failure to meet the learning outcomes and/or course requirements.
- "CR" reflects the equivalent of a "C" or higher for undergraduate courses and the equivalent of a "B" or higher for graduate and post-baccalaureate courses (or as determined by the graduate program).
- "NC" reflects the equivalent of any grade lower than a "C" for undergraduate courses and the equivalent of any grade lower than a "B" for graduate and post-baccalaureate courses (or as determined by the graduate program).
- "RP" (Report in Progress): This symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress, but that the assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses.



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- “W” (Withdrawal): This symbol is used to indicate that the student was permitted to withdraw from the course after the third week of the semester 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. See withdrawal procedures in the Catalog.
- “WU” (Withdrawal Unauthorized): This symbol is used to indicate that an enrolled student did not formally withdraw from the course according to University policy and also 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, this grade is equivalent to an “F.”
- “I” (Incomplete Authorized): This symbol shall be applied as stipulated in SP03-18.
- "IC" (Incomplete Charged): This symbol is used when a student who received an "I" has not completed the coursework in the allowed time and counts as an "F" in calculating the GPA.

### Policy:

1. The "ABCD" is the default grading system. Although it is not required, individual faculty members may add a "+" or "-" to any grade except "F". By adding a "+" to a grade, the grade points earned shall increase by 0.3 (except that an A+ shall still be 4.0 grade points). By adding a "-" to a grade, the grade points earned shall decrease by 0.3. Course syllabi are required to state clearly whether "+/-" grading is used. The standard grade points per letter grade are as follows:
  - The grade of “A” is equivalent to 4.0 points of a four-point scale
  - The grade of “B” is equivalent to 3.0 points of a four-point scale
  - The grade of “C” is equivalent to 2.0 points of a four-point scale.
  - The grade of “D” is equivalent to 1.0 point of a four-point scale.
  - The grade of “F” is equivalent to 0 (zero) points of a four-point scale.
2. A student may take a course "CR/NC" if the course is designated as allowing "CR/NC" grading in the course approval process.
3. Not more than 12 units of general education courses may be taken "CR/NC".
4. The decision on how many units of courses taken "CR/NC" and which courses can be taken "CR/NC" is left up to each individual program.
5. Course syllabi shall include a discussion of the instructor's grading policy.
6. The level of student performance and course grades are determined by the instructor of record.