

satisfy requirements for the major unless the courses have been designated *CR-NC only*. A maximum of 24 semester units at CSU, Fresno of *CR-NC* evaluated credit, including all course work taken *CR-NC only*, may be applied toward the degree. Exception: Up to 12 units of *CR-NC* credit for lower- or upper-division course work may be applied to the liberal studies major.

### 3. Graduate Students:

Credit for course work earned through *CR-NC* in fall 1978 and in subsequent semesters may not be applied toward the master's degree unless the course has been designated as available for *CR-NC only* by the Graduate Council. A maximum of 6 units of *CR-NC only* credit may be applied to a 30-unit master's degree program and a maximum of 12 units of *CR-NC only* credit may be applied to a 60-unit program.

See the current *Schedule of Courses* for further information.

**Incomplete (I).** 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 before the end of the semester and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated. Reregistration in the course is *not* used to remove an *I* grade.

Normally it is expected that the student will make up an *I* grade during the next semester; however, it must 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. An extension of time may be granted with justification by contacting the registrar prior to the end of the second semester.

Failure to complete the assigned work will result in the *I* being counted as a failing grade for grade point average and progress point computation. An *I* grade not made up within one calendar year after the grade has been recorded will be changed on the transcript to an *F* (or an *NC* if *CR-NC* grading was approved).

Incomplete grades must be cleared before a degree is awarded. In the absence of the instructor who has assigned the Incomplete, a student seeking to make up this grade should consult the department chair. A student may not be required to repeat a course in which an *I* grade was received unless he or she wishes to receive credit and the time for making up the grade has passed. A short-term extension of time may be obtained by requesting a petition from the Office of the Registrar prior to the last day of instruction of the second semester.

**Satisfactory Progress (SP).** 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 final grade must await completion of additional work. It may be used only in courses designated on the approved *SP* grade course list published by the Office of the Vice President for Academic Affairs. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. Work is to be

completed within a stipulated time period, which may not exceed one year except for graduate degree theses for which the time may be up to two years, but may not exceed the overall time limit for completion of all master's degree requirements. Any extension of time limit for an undergraduate student *SP* grade must receive prior authorization by the Office of the Registrar.

**Unauthorized Withdrawal (U).** The symbol *U* indicates that an enrolled student did not complete course requirements and did not properly withdraw from the course. 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*. The *U* will not revert to any other grade.

**Withdrawal (W).** The *W* grade indicates that the student was permitted to drop the course after the fourth week of instruction for serious and compelling reasons 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.

