

responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the incomplete. The faculty member should complete the online incomplete contract detailing the work that needs to be completed. A final grade is assigned when the work agreed upon has been completed and evaluated. Students may not enroll in a course for which they have 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 last day of the semester/session 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 the I being counted as an IC, or failing grade for grade point average computation. An I grade not made up within one calendar year after the grade has been recorded is changed to an IC (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 short-term extension of time may be granted with justification by contacting the Office of the Registrar prior to the last day of the second semester/session.

**Report in Progress (RP).** The RP symbol is used in connection with courses that extend beyond one academic term. It indicates that work in progress has been evaluated as satisfactory to date but that assignment of a final grade must await completion of additional work. The RP may be used only in courses designated on the approved RP grade course list published by the Office of the Provost and Vice President for Academic Affairs. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective.

While completing work on an RP or an I, graduate students are required to be continuously enrolled at California State University, Fresno, every semester until the awarding of the degree. Graduate students enrolled in Project (298) or Thesis (299) receive RP grades at the end of the first semester of enrollment and are advised to complete work on the culminating experience during four additional semesters, subject to the five-year overall time limit for completion of all master's degree requirements. In addition, if an RP in 298 or 299 is not replaced by a final grade within two years as recommended, the student's major department may require him or her to reregister for the course. (Search Graduate Studies.)

**Withdrawal Unauthorized (WU).** The symbol WU indicates that an enrolled student did not withdraw from the course 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 and progress point computation this symbol is equivalent to an F. In instances where a course is graded CR/NC or the student elects a CR/NC grading option, the WU grade will be converted to NC.

**Withdrawal (W).** The W symbol 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. Undergraduate students may withdraw from no more than 18 semester units.

## Grading Policies and Practices

**Grading.** Students are expected to complete all requirements for a class by the end of the semester unless an incomplete is permitted by the instructor in accordance with university policy. Students shall not be assigned additional work or be allowed to revise previous assignments in order to improve a final grade.

**College Syllabus and Record Keeping.** All faculty members shall provide students at the beginning of each semester a syllabus or outline stating course goals and objectives including grading methodology, types and number of projects, written assignments, tests, experiments, etc.

**Dean's List and President's List.** Undergraduate students enrolled in at least 12 units during a regular matriculated term, earning no grade lower than a C, and earning at least a 3.5 grade point average (GPA) for the term are placed on the Dean's List for that term and a note is added to their transcript. Students meeting these requirements and having a 4.0 GPA for the term are placed on the President's List.

**Repeating Courses.** Undergraduate students may register for courses a second time *only* if they earned a grade of D, F, IC, or WU during the first attempt and they have not exceeded 28 units of repeated coursework.