

there is still a possibility of earning credit. Such reasons must meet the criteria of serious and compelling and occur late in the semester. The grade of *I* is only appropriate when the student requesting it has completed a minimum of two-thirds of the work for the course with a passing grade. The instructor of record retains the right to decide whether or not an *I* grade is appropriate. 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 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. (See *Graduate Studies*.)

**Withdrawal Unauthorized (WU).** The symbol *WU* 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 computation this symbol is equivalent to an *F*. The *WU* will not revert to any other grade.

**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.

**Grade Substitution by Repetition of Courses.** An undergraduate student may grade substitute up to 16 semester units of undergraduate coursework at California State University, Fresno. If the original grade was *D*, *F*, *WU*, or *IC*, and the subsequent grade is the same or higher, the new grade will be substituted for the original grade. Only the substituted grade will be used in determining the student's grade point average. Grade substitution can be used only once for an individual course. If the original grade was *C*, *CR*, or better, the course cannot be repeated. A student may repeat a total of 28 units, 16 of which may be used for grade substitution, as described above, and 12 units of which can be averaged.

A course in which a grade of *NC* was earned may be repeated but since the *NC* grade does not affect the grade point average, no substitution is necessary; however, the repeat will count toward the 12 unit limitation of averaged units.

A course attempted at another institution may be repeated by enrolling in a regular California State University, Fresno course determined by the Evaluations Office to be equivalent. A course for which grade substitution has been granted at another institution may not be repeated for grade substitution at California State University, Fresno. *In addition, a course taken at California State University, Fresno may not be repeated for grade substitution at another institution.*

Postbaccalaureate students pursuing (1) a second baccalaureate degree, (2) a second undergraduate major, (3) a teaching credential, or (4) no specific objective, are also free to repeat a course and request grade substitution on the same basis as undergraduates provided the original